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**Staff Data Handbook
Elementary, Secondary,
and Early Childhood Education:
2001 Edition**

Administrative Records Development Project
Council of Chief State School Officers

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**U.S. Department of Education
Office of Educational Research and Improvement**

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FOREWORD

NCES is pleased to release the *Staff Data Handbook for Elementary, Secondary, and Early Childhood Education: 2001 Edition*. This Handbook fulfills our responsibility to establish current and consistent terms, definitions, and classification codes to maintain, collect, report, and exchange comparable information about staff.

This new publication updates the 1995 edition of the Staff Data Handbook. Because staff data evolve greatly over time both in the type and format of data maintained, it was essential to develop updated standards that reflect current practices. In fact, beginning with this 2001 edition, the Staff Data Handbook will be updated annually, with revisions posted on the NCES web site.

This national effort was coordinated by the Council of Chief State School Officers under contract to the NCES. Those individuals and organizations involved in the process truly reflect the interested stakeholders in elementary, secondary and early childhood education data.

NCES has a strong commitment to provide technical assistance and support to the education community to facilitate the collection, reporting, and use of high quality education information. This handbook is one outcome of that commitment. It is a key part of a series of related handbooks and manuals that NCES has published in the past and will continue to develop in the future.

We hope that you find this handbook to be a useful document that will serve you well in many activities.

Gary W. Phillips
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Education Statistics

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Studies Division

ACKNOWLEDGMENTS

This document is the result of many committed individuals from around the country who generously contributed their knowledge and time. Starting with the 1995 Staff Data Handbook, development has been a collegial effort involving representatives from federal, state, and local education agencies, public and private institutions, and national professional associations, as well as educational practitioners and researchers. The 2001 edition of the Handbook owes an incredible debt to all those who worked to develop the 1995 edition.

For the 2001 edition, special thanks goes to the Student Handbook Working Group who spent many hours together reviewing the Handbook one data element at a time, giving invaluable advice and suggestions. A list of the Working Group members appears in appendix A.

There are a few people who, under contract from the National Center for Education Statistics (NCES) at the Council of Chief State School Officers (CCSSO), prepared the manuscript of this handbook. The handbook owes its existence to the project team's relentless efforts in all phases of production. Barbara Clements of Evaluation Software Publishing, Inc. contributed her technical expertise to revise the contents throughout the document. Oona Cheung of CCSSO managed the whole process and supervised the project team. Jason Dennison and John Tai, formerly with CCSSO, contributed to the early stage of the revision. Jinhee Lee, supported by Pamela Solomon, served as the keeper of the master copy at CCSSO. They incorporated all the changes made during the different review cycles, and handled the formatting details to bring this document to production.

Reviewers of the final draft of this handbook include Sharon Belli from the Office of Vocational and Adult Education, Mary Schifferli of the Office for Civil Rights, Marsha Brauen (Westat, Inc.) on behalf of the Office of Special Education Programs; Ruth Jones of the Florida Department of Education; Kathleen Paliokas of CCSSO; Lonnie Yingst of Great Falls Public Schools, Montana; and Leslie Scott of Education Statistics Service Institute; as well as Elvira Hausken, Kerry Gruber, Marilyn McMillen, and Jeffrey Owings from NCES. Lee Hoffman, Program Director of the NCES Elementary/Secondary Cooperative and Institutional Studies Program, has been the driving force behind this effort by offering her insights, support, and guidance throughout the process.

Other local, state, and federal education agency staff provided important reviews of the Handbook in the earlier phases. Their names are listed in appendix A. Thanks to members of the Education Information Advisory Committee for their support and encouragement. Last but not least, special thanks go to members of the National Forum on Education Statistics and, specifically, the National Education Statistics Agenda Committee for their help and guidance.

Beth Aronstamm Young
Project Officer
National Center for Education Statistics

EXECUTIVE SUMMARY

To make appropriate, cost-effective and timely decisions about staff, educators must have accurate and complete information. Recognizing this need, most education systems have moved from paper documents in filing cabinets to automated staff information systems. These systems provide administrators and others concerned with effective program design with day-to-day access to information about the staffs' background, qualifications, and assignments.

They also provide the flexibility necessary to supply aggregate data to school boards, state and federal governments, and other interested parties; and to conduct program evaluations. To be effective, however, these systems must record data accurately and comparably for all staff members, in all places, and at all times.

The *Staff Data Handbook for Elementary, Secondary, and Early Childhood Education* was developed by the U.S. Department of Education's National Center for Education Statistics (NCES) to provide guidance concerning the consistent maintenance of staff information. This handbook is useful to public and private education agencies, schools, early childhood centers, and other institutions, as well as to researchers involved in the collection of staff data. In addition, the Handbook may be useful to elected officials and members of the public interested in staff information. This handbook is NOT, however, a data collection instrument; nor does it reflect any type of federal data maintenance requirements. It is presented as a tool to help the public and the American school system make information about staff more useful and effective in meeting student needs.

This handbook was developed with the assistance of local, state, national, and most federal education representatives and researchers. The definitions included are generally consistent with current state and local practice, national standards movements, and most federal reporting requirements. The terms, definitions, and procedures represent a consensus of what is considered "best practice" in data collection; they should be interpreted and applied according to local, state, and federal reporting requirements and restrictions for confidentiality and security.

- **Standard Data Elements and Definitions**

The data elements included in this handbook represent the types of staff information that could be collected and maintained in permanent or temporary staff records, whether in paper format or in an automated database. An attempt has been made to be as complete as possible, with the understanding that many data elements will not be needed for all staff members.

Data elements are presented in seven areas:

- A. Personal Information
- B. Educational Experiences
- C. Qualification Information
- D. Current Employment
- E. Assignments

- F. Evaluation and Career Development
- G. Separation from Employment

Each data element is defined, and lists of options and definitions are included where applicable. Data elements are also associated with the entities to which they pertain, such as persons, places, or things, about which data may be stored.

- **Recommendations for Building an Automated Staff Accounting System**

This handbook provides guidelines for designing staff accounting systems for use by schools, school districts, state education agencies, and other institutions. Included is a discussion of the benefits of a well-designed staff accounting system, as well as potential uses of such a system at the school, district, and state levels. Also included is a description of a step-by-step process for designing an effective staff accounting system.

- **Focus on State and Local Staff Record Applications**

Communication among various levels of the education system is increasingly important. A well-designed automated staff accounting system allows for the easy and efficient movement of staff records among levels of the education system. For instance, information on teacher licensure could be transmitted electronically to school districts seeking to hire an educator. Similarly, when a school employee retires, data could be efficiently transferred to the retirement system. This revision of the Handbook adds detail about automating and exchanging electronic records. Included in one chapter of the Handbook is information about automating staff records, with suggestions for formatting data elements and arranging them in a logical and flexible design.

- **References to Other Related Documents**

This handbook, in conjunction with other NCES documents, provides state and local education officials with important tools for designing and implementing automated information systems. Recent NCES documents dealing with the confidentiality of staff records, decision making about the installation of technology, and ensuring security of technology are important adjuncts to this handbook.

Organization of the Handbook

Chapter 1 provides the user with an introduction to the Handbook and its uses.

Chapter 2 contains a more detailed description of the Handbook's contents and uses. Listings of other related documents that could be useful are also included. In anticipation of future updates, a description of the process for implementing suggested changes has been included.

Chapter 3, Building an Automated Staff Accounting System, discusses the collection, use, and dissemination of data and information about individual staff members and how staff record systems can benefit the staff and the school system.

Chapter 4, Data Elements and Definitions, contains data elements and definitions that describe staff members, assignments, educational background, activities in which they participate, and other information that could be maintained about an individual staff member. Each *entity* listed refers to something, or someone, about which data should be maintained. Each *data element* refers to a particular aspect of staff data for which some need was perceived within the school system. A definition is included for each entity and data element.

Chapter 5 describes possible applications of the Handbook. A table is provided that includes information about data element type and field length, attributes that could be useful to readers designing a data collection system, a survey, or a reporting format.

Following the Glossary and Index are thirteen appendices that contain important supplemental information. The appendices include comprehensive lists of coding options for some of the data elements in chapter 4. Included are code designations for states and outlying areas, countries, languages, occupational groupings, medical conditions and treatments, education programs, a crosswalk of data elements in both the Staff and Student Handbooks, and the names of those who contributed to the development of this revision.

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Chapter 1

INTRODUCTION

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

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

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

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

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

Uses of Staff Data

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

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

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

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

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

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

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

Automation of Staff Information

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

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

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

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

Common Terminology

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

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

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

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

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

Chapter 2

THE HANDBOOK

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

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

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

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

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

Purposes and Scope of the Handbook

The purposes of this handbook are to:

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

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

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

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

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

Common Terms and Definitions

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

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

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

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

Safeguarding Confidentiality and Ensuring Appropriate Use of Staff Data

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

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

Development of Automated Staff Data Systems

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

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

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

Background of the Handbook

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

NCES Handbooks and Other Guides

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

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

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

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

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

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

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

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

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

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

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

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

Handbook Revision Process

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

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

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

⁵<http://nces.ed.gov/pubs97/P97527>

⁶<http://nces.ed.gov/pubs98/tech>

⁷<http://nces.ed.gov/pubs98/safetech>

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

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

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

Electronic Handbook

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

Criteria for Including Items in the Handbook

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

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

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

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

Sources of Definitions

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

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

Basic Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Contents of the Handbook

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

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

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

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

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

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

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

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

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

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

Updates to the Handbook

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

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

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

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

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

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

Chapter 3

BUILDING A STAFF ACCOUNTING SYSTEM

Introduction

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

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

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

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

Description of a Staff Record

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

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

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

Description of a Staff Accounting System

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

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

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

Benefits of a Well-Designed Staff Accounting System

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

- **Ease in getting the required information**

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

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

- **Accuracy**

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

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

- **Quicker response**

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

- **Cost savings**

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

- **Moving data to different education agencies**

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

Effective Uses of Staffing Data

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

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

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

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

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

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

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

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

Best Practice—SEDCAR

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

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

Design of a Staff Accounting System

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

Step 1 - Identify the possible uses of the system.

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

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

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

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

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

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

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

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

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

Step 3 - Determine the system contents.

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

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

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

Step 4 - Select data elements.

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

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

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

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

Step 5 - Choose the storage media.

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

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

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

Step 6 - Select a format for the records.

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

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

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

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

Step 7 - Enter or import the data.

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

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

Step 8 - Develop procedures for accessing and processing data.

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

Step 9 - Implement security policies and procedures.

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

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

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

Step 10 - Maintain data integrity and system functioning.

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

Summary

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

Chapter 4

DATA ELEMENTS AND DEFINITIONS

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

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

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

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

included because they help evaluate school quality and effectiveness.

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

How to Read This Chapter

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

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

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

identified as number “0110.”

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

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

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

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

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

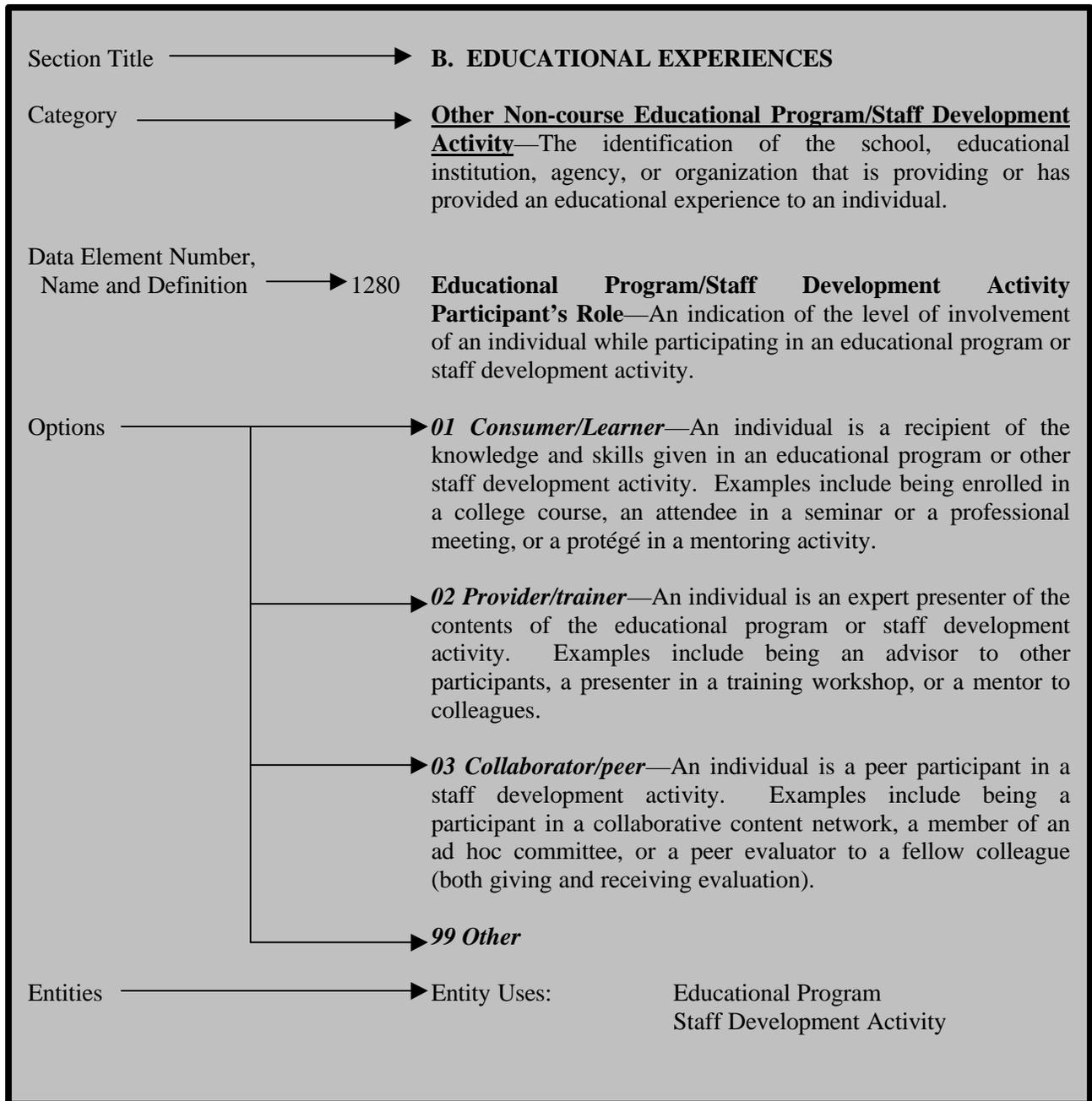
Revised Numbering System

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

SENSITIVITY OF DATA ELEMENTS

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

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



Data Element Outline

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

A. PERSONAL INFORMATION

Name

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

Background Information

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

Military Status

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

Address/Contact Information

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

Emergency Contact

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

Health Information

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

Immunizations

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

Injury

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

B. EDUCATIONAL EXPERIENCES

Education Institution Information

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

Educational Program/Staff Development Activity

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

Program Support

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

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

Subject Matter of Study

1140 † Level of Specialization
1150 † Postsecondary Subject Matter Area

Course Work Taken

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

Other Non-course Educational Program/Staff

Development Activity

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

Recognition Earned

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

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

2340	Fee Amount
2350	Fee Payment Status
2360	Fee Payment Date

C. QUALIFICATION INFORMATION

Credential Information

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

Assessment Information

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

Credential Characteristics

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

Credential Revocation Information

2370	Credential Revocation Date
2380	Credential Revocation Reason

Publications

2390	Publication Type
2400	Publication Description

Prior Experience

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

Years of Employment Experience

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

Internship/Apprenticeship

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

Related Travel Activities

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

Other Interests

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

1400 Honor or Award

D. CURRENT EMPLOYMENT

Entry into Employment

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

Employment Conditions

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

Salary Compensation

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

Benefit Compensation

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

Employee Benefit Contribution

3630 Benefit Contributor Type
3640 Benefit Contribution Type
3650 Benefit Contribution

Beneficiary

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

Payroll Information

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

Chapter 4 - Data Elements and Definitions
Data Element Outline

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

Tax Withholding Information

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

Attendance Status

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

Grievances

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

E. ASSIGNMENTS

Assignment Information

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

Operational Unit to Which Assigned

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

Schedule for Current Assignment

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

Staff Assignment Workload

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

Program Information

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

Activity Sponsorships

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

Other Assignment Information

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

F. EVALUATION AND CAREER DEVELOPMENT

Quality of Performance

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

Career Development Alternatives

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

Complaint

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

G. SEPARATION FROM EMPLOYMENT

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

ENTITY LIST

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

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

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

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

ABBREVIATIONS USED IN THIS REPORT

ACT—American College Testing

CEU—Continuing Education Unit

EDI—Electronic Data Interchange

FOIA—Freedom of Information Act

FTE—Full-Time Equivalent

IHE—Institution of Higher Education

INS—Immigration and Naturalization Services

IPEDS—Integrated Postsecondary Education Data System

LEA—Local Education Agency (school district)

NBPTS—National Board for Professional Teaching Standards

NCES—National Center for Education Statistics

OMB—Office of Management and Budget

SEA—State Education Agency

SEDCAR—Standards for Education Data Collection and Reporting

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

URL—Unique Resource Locator

USED—United States Department of Education

Entity Uses: Staff Member

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

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

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

01 Hispanic or Latino
02 Non-Hispanic/Latino

Entity Uses: Staff Member

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

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

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

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

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

0200 † **Sex**—A person's gender.

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

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

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

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

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

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

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

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

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

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

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

98 None

99 Other

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

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

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

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

99 Other

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

01 U.S. passport

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

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

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

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

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

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

08 Unexpired reentry permit (INS Form I-327)

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

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

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

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

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

14 Native American tribal document

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

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

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

99 Other

Entity Uses: Staff Member

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

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

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

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

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

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

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

99 Other

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

01 Legally separated

02 Married

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

01 No school completed

02 Nursery school

03 Kindergarten

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

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

06 9th grade

07 10th grade

08 11th grade

09 12th grade, no diploma

10 High school graduate

11 High school diploma or the equivalent

(e.g., GED or recognized homeschool)

12 Adult Basic Education Diploma

13 Post graduate (Grade 13)

14 Vocational certificate

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

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

17 Some college but no degree

18 Associate's degree (two years or more)

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

20 Graduate certificate

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

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

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

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

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

24 Post-Professional degree

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

99 Other

Entity Uses: Staff Member

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

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

01 United States Air Force

02 United States Army

03 United States Coast Guard

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

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

Entity Uses: Staff Member

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

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

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

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

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

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

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

98 None

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

01 Honorable
02 General
03 Dishonorable

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

01 Permanent home address—physical location of home

02 Other home address

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

04 Campus address

05 Employer's address

06 Employment address

07 Organization's address

99 Other

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

01 Home/personal
02 Work
99 Other

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Emergency Contact

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

Entity Uses: Emergency Contact

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

Entity Uses: Emergency Contact

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

01 Alternate telephone number

02 Answering service

03 Beeper number

04 Telephone extension

05 Home facsimile number

06 Home telephone number

07 Night telephone number

08 Other residential facsimile number

09 Other residential telephone number

10 Appointment telephone number

11 Personal cellular number

12 Personal telephone number

13 Telex number

14 Tele-mail

15 Voice mail

16 Work cellular number

17 Work facsimile number

18 Work telephone number

99 Other

Entity Uses: Emergency Contact

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

Entity Uses: Emergency Contact

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

01 Home/personal

02 Work

99 Other

Entity Uses: Emergency Contact

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

Entity Uses: Emergency Contact

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

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

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

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

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

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

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

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

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

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

99 Other

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

99 Other

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

01 Required
02 Not required

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

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

Entity Uses: Staff Member

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

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

01 Yes
02 No
97 Unknown

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

B. EDUCATIONAL EXPERIENCES

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

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

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

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

Entity Uses: Education Institution
 Staff Development Provider

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

Entity Uses: Staff Development Provider

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

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

Entity Uses: Education Institution
 Staff Development Provider

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

Entity Uses: Education Institution
Staff Development Provider

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

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

Entity Uses: Education Institution
Staff Development Provider

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

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

Entity Uses: Education Institution
Staff Development Provider

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

Entity Uses: Education Institution
Staff Development Provider

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

Chapter 4 - Data Elements and Definitions

Data Element Definitions

B. Educational Experiences

Entity Uses: Education Institution
Staff Development Provider

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

Entity Uses: Education Institution
Staff Development Provider

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

Entity Uses: Education Institution
Staff Development Provider

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

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

Entity Uses: Education Institution
Staff Development Provider

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

Entity Uses: Education Institution
Staff Development Provider

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

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

Entity Uses: Education Institution
Staff Development Provider

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

Entity Uses: Education Institution
Staff Development Provider

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

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

- 11 Personal cellular number*
- 12 Personal telephone number*
- 13 Telex number*
- 14 Tele-mail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*
- 99 Other*

Entity Uses: Education Institution
 Staff Development Provider

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

Entity Uses: Education Institution
 Staff Development Provider

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

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

Entity Uses: Education Institution
 Staff Development Provider

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

Entity Uses: Education Institution
 Staff Development Provider

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

Entity Uses: Education Institution
 Staff Development Provider

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.

1020 † **Program Title**—The name of the program of work, series of courses, individual course, or training program in which an individual is involved.

Entity Uses: Educational Program
 Staff Development Activity

1030 † **Program Description**—The description of the program of work, series of courses, individual course, or training in which an individual is involved.

Entity Uses: Educational Program
 Staff Development Activity

1040 **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.

01 Currently enrolled/involved—An individual is enrolled or participating in an educational program or staff development activity at the present time.

02 Previously enrolled/involved—An individual was previously but is no longer enrolled or participating in an educational program or staff development activity.

03 Program completed—An individual has completed the educational course or program of study or the staff development activity.

Entity Uses: Educational Program
 Staff Development Activity

1050 **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 Uses: Educational Program
 Staff Development Activity

1060 **Withdrawal Date**—The day, month, and year that an individual ceased participating in an educational experience without completing the course, educational program, or staff development activity.

Entity Uses: Educational Program
 Staff Development Activity

1070 † **Completion Date**—The month, day, and year on which an individual completed a course, an education program or a staff development activity.

Entity Uses: Educational Program
 Staff Development Activity

Program Support—Information concerning the sponsorship of an educational program or staff development activity, including financial, administrative, and assignment issues.

1080 **Program Support/Funding Source**—Ultimate and intermediate providers of funds for a particular educational program or activity or for the individual's participation in the education program or activity.

- 01 Federal government**
- 02 State government**
- 03 Local government**
- 04 Intermediate agency or government**
- 05 Local education agency (LEA)**
- 06 Institution of Higher Education (IHE)**
- 07 Joint IHE/LEA**
- 08 School**
- 09 Business**
- 10 Community**
- 11 Self (tuition/fees)**
- 12 Parent/teacher organization**
- 13 Individual (endowment)**
- 14 Foundation or other charitable organization**
- 15 Religious organization**
- 16 Union**
- 17 Fraternal organization**
- 18 Insurance**
- 19 Military**
- 99 Other**

Entity Uses: Educational Program
Staff Development Activity

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

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

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

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

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

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

99 Other

Entity Uses: Staff Member

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

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

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

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

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

Entity Uses: Staff Member

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

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

02 Maintenance or improvement of skills or knowledge—An individual is involved in an educational program or 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.

03 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.

Entity Uses: Educational Program
 Staff Development Activity

1120 **Educational Program/Staff Development Activity Anticipated Outcome**—The anticipated results of an individual's successful participation in an educational program or staff development activity.

01 Completion of high school credential—An individual is engaged in a program of studies leading to the award of a high school credential.

02 Obtain training for employment—An individual is engaged in an educational program to qualify for a particular type of job.

03 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.

04 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.

05 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.

06 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.

07 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.

08 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.

09 Meeting staff development requirements—An individual is involved in an educational program or staff development activity to fulfill requirements for his or her job.

10 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.

11 Qualifying for a salary increase—An individual is involved in an educational program or staff development activity to fulfill requirements for a pay raise.

12 Personal improvement—An individual is involved in an educational program or staff development activity for personal improvement.

99 Other

Entity Uses: Staff Member

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

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

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

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

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

Entity Uses: Educational Program
Staff Development Activity

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

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

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

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

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

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

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

Entity Uses: Educational Program

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

01 Agricultural business and production

02 Agricultural sciences

03 Conservation and renewable natural resources

04 Architecture and related programs

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

05 Area, ethnic and cultural studies
08 Marketing operations/marketing and distribution
09 Communications
10 Communications technologies
11 Computer and information sciences
12 Personal and miscellaneous services
13 Education⁷
14 Engineering
15 Engineering-related technologies
16 Foreign languages and literatures
19 Home economics
20 Vocational home economics
21 Technology education/industrial arts
22 Law and legal studies
23 English language and literature/letters
24 Liberal arts and sciences, general studies and humanities
25 Library science
26 Biological sciences/life sciences
27 Mathematics
28 Reserve Officers' Training Corp (ROTC)
29 Military technologies
30 Multi/interdisciplinary technologies
32 Basic skills
33 Citizenship activities
34 Health-related knowledge and skills
35 Interpersonal and social skills
36 Leisure and recreational activities
37 Personal awareness and self-improvement
31 Parks, recreation, leisure and fitness studies
38 Philosophy and religion
39 Theological studies and religious vocations
40 Physical sciences
41 Science technologies
42 Psychology
43 Protective services
44 Public administration and services
45 Social sciences and history
46 Construction trades
47 Mechanics and repairers
48 Precision production trades
49 Transportation and materials moving workers
50 Visual and performing arts
51 Health professions and related sciences
52 Business management and administrative services
99 Other

Entity Uses:

Staff Member

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

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

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

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

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

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

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

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

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

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

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

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

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

99 Other

Entity Uses: Course

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

Entity Uses: Course

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

Entity Uses: Course

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

Entity Uses: Course

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

Entity Uses: Course

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

01 NCES Pilot Standard National Course Classification System Codes

02 NCES Classification of Secondary School Courses

03 State course code

04 LEA course code

05 School course code

06 University course code

07 Intermediate agency course code

99 Other

Entity Uses: Course

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

Entity Uses: Course

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

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

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

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

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

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

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

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

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

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

99 Other

Entity Uses: Course

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

Entity Uses: Course

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

99 Other

Entity Uses: Course

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

Entity Uses: Course

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

Entity Uses: Staff Member

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

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

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

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

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

99 Other

Entity Uses: Educational Program
Staff Development Activity

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

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

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

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

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

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.

05 Correspondence course—An activity in which instruction is provided through a systematic exchange of materials between teacher and student by mail.

06 Distance learning—An activity in which instruction, not necessarily interactive, is transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

07 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.

08 Interactive telecommunications—An activity involving two-way voice or data exchange between an instructor and student via phone, data lines, or video.

09 Internship—An activity in which instruction is provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

10 Mentoring/coaching—An activity in which an individual provides or receives professional advice and support to or from a colleague.

11 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.

12 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.

13 Professional organization—An activity in which an individual gains knowledge and skills through his or her affiliation with a professional association or organization.

14 Research and/or publication—An activity in which an individual participates in a research or publication effort on a specific topic.

15 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.

16 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.

99 Other

Entity Uses: Educational Program
 Staff Development Activity

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

Entity Uses: Educational Program
Staff Development Activity

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

Entity Uses: Educational Program
Staff Development Activity

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

Entity Uses: Educational Program
Staff Development Activity

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

Entity Uses: Educational Program
Staff Development Activity

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

Entity Uses: Educational Program
Staff Development Activity

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

Entity Uses: Educational Program
Staff Development Activity

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

Entity Uses: Educational Program
Staff Development Activity

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

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

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

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

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

Entity Uses: Educational Program
Staff Development Activity

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

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Educational Program
 Staff Development Activity

C. QUALIFICATION INFORMATION

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

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

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

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

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

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

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

99 Other

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

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

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

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

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

Entity Uses: Credential

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

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

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

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

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

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

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

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

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

99 Other

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

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

Entity Uses: Credential

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

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

- 01 Education hours completed
- 02 Degree completed

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

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

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

Entity Uses: Credential

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

Entity Uses: Mentor

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

Entity Uses: Credentialing Organization

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

Entity Uses: Credentialing Organization
Mentor

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

Entity Uses: Credentialing Organization
Mentor

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

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

Entity Uses: Credentialing Organization
Mentor

04 Observation
05 Simulation
06 Transcript review
99 Other

Entity Uses: Credential

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

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

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

Entity Uses: Credential

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

01 Early childhood
02 Pre-kindergarten
03 Kindergarten

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

Entity Uses: Credential

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

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

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

Entity Uses: Credential

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

01 Book

02 Peer journal article

03 Non-peer journal article

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

05 Presentation/paper at a conference or professional association meeting

06 Newspaper article

99 Other

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Employer

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

Entity Uses: Employer

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

Entity Uses: Immediate Supervisor

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

Entity Uses: Employer
 Immediate Supervisor

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

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

Entity Uses: Employer
 Immediate Supervisor

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

Entity Uses: Employer
 Immediate Supervisor

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

Entity Uses: Employer
 Immediate Supervisor

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

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

Entity Uses: Employer

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

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

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

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

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

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

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

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

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

99 Other employment status

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

99 Other

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

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

Entity Uses: Staff Member

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

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

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

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

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

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

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

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

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

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

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

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

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

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

99 Other

Entity Uses: Assignment

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity uses: Public Service
Organization Membership

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

Entity Uses: Public Service
Organization Membership

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

Entity Uses: Public Service
Organization Membership

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

Entity Uses: Public Service
Organization Membership

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

Entity Uses: Public Service
Organization Membership

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

Entity Uses: Staff Member

D. CURRENT EMPLOYMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

99 Other

Entity Uses: Staff Member

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

Entity Uses: Recruiter

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

Entity Uses: Recruiter

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

Entity Uses: Recruiter

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

Entity Uses: Recruiter

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

01 Alternate telephone number

02 Answering service

03 Beeper number

04 Telephone extension

05 Home facsimile number

06 Home telephone number

07 Night telephone number

08 Other residential facsimile number

09 Other residential telephone number

10 Appointment telephone number

11 Personal cellular number

12 Personal telephone number

13 Telex number

14 Tele-mail

15 Voice mail

16 Work cellular number

17 Work facsimile number

18 Work telephone number

99 Other

Entity Uses: Recruiter

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

Entity Uses: Recruiter

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

01 Home/personal

02 Work

99 Other

Entity Uses: Recruiter

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

Entity Uses: Recruiter

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

Entity Uses: Recruiter

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

Entity Uses: Staff Member

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

01 Active

02 Inactive

Entity Uses: Staff Member

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

01 Criminal records

02 Previous employment records

03 Personal references

04 Credentials

99 Other

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Chapter 4 - Data Elements and Definitions

Data Element Definitions

D. Current Employment

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

Entity Uses: Staff Member

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

01 Teaching in this school

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

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

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

05 Teaching in a private elementary or secondary school

06 Student at a college or university

07 Teaching in a preschool

08 Teaching at a college or university

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

10 Working in an occupation outside the field of education

11 Caring for family members

12 Military service

13 Unemployed and seeking work

14 Retired from another job

99 Other

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

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

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

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

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

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

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

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

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

08 Exempt—An individual who is employed in such a manner that he or she is not required to be paid overtime, in accordance with applicable wage and hour laws, for work performed beyond forty (40) hours in a workweek. Executives, professional employees, and certain employees in administrative positions are typically exempt.

99 Other employment status

Entity Uses: Staff Member

3120 † **Contractual Term**—The length of the contract under which an individual is employed by an employer.

01 Short-term—A contract covering a period of less than one school or calendar year.

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

03 Continuing—A contract which continues automatically from year to year without action on the part of the governing authority, but which may be terminated through appropriate action by the parties involved.

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

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

99 Other—A contract or agreement other than those described above such as a letter of intent or an unwritten agreement.

Entity Uses: Staff Member

3130 † **Contract Beginning Date**—The month, day, and year on which a contract between an individual and a governing authority specifies that employment is to begin (or the date on which the agreement is made valid).

Entity Uses: Staff Member

3140 † **Contract Ending Date**—The month, day, and year on which a contract between an individual and a governing authority specifies that employment is to end (or the date on which the agreement is no longer valid).

Entity Uses: Staff Member

3150 **Seniority Date**—The month, day, and year on which an individual's seniority in a position was established.

Entity Uses: Staff Member

3160 **Tenure Date**—The month, day, and year on which the individual obtained tenure.

Entity Uses: Staff Member

3170 **Contract Days of Service Per Year**—The number of days per year that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3180 † **Employment Time Annually**—The annual amount/unit of time an individual is employed to perform an assignment for an employer (e.g., 180 days, nine months, ten months, full year).

Entity Uses: Staff Member

3190 † **Full-time Equivalency (FTE)**—The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.

Entity Uses: Staff Member

3200 **Full-time Status**—An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.

01 Full-time

02 Part-time

Entity Uses: Staff Member

3210 **Hours of Service per Day**—The average number of hours per work day that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3220 **Days of Service per Week**—The average number of days per week that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3230 † **Hours of Service per Week**—The average number of hours per week that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3240 **Scheduled Work Time Daily**—The specific hours during a day that an individual is scheduled to work for an employer, including a starting and ending work time (e.g., 9:00 A.M. to 6:00 P.M., 1:00 P.M. to 5:00 P.M.).

Entity Uses: Staff Member

3250 **Scheduled Work Days Weekly**—The specific day(s) of a week that an individual is scheduled to perform for an employer (e.g., Monday, Wednesday, and Friday; Monday to Friday).

Entity Uses: Staff Member

3260 **Scheduled Work Months Annually**—The specific month (s) of a year that an individual is scheduled to perform for an employer (e.g., September to May; June, and August to December).

Entity Uses: Staff Member

3270 † **Position Title**—The descriptive name of an individual's position.

Entity Uses: Staff Member

3280 † **Position or Classification Number**—An indication of the level or category of an individual's position as assigned by the employer.

Entity Uses: Staff Member

3290 **Unique Position Number**—A unique number that is used for identifying a position within an organization.

Entity Uses: Staff Member

3300 **Fair Labor Standards Act Coverage**—Identification of the status of an individual's assignment, as governed by the provisions of the Fair Labor Standards Act, which establishes a federal minimum wage and eligibility for receiving overtime pay. Coverage depends upon the extent of managerial responsibility, use of independent discretion, position qualifications, and pay level of the assignment.

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

02 Exempt—An individual's assignment is not covered by the Fair Labor Standards Act to be eligible for overtime pay.

Entity Uses: Staff Member

3310 **Substitute Status**—An indication of an individual's willingness to perform services for an employer on an as-needed basis.

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

02 Not willing—The individual does not agree to work on a substitute basis.

03 Currently substituting—The individual is currently working on a substitute basis.

Entity Uses: Staff Member

3320 **Vehicle Driver's License Type**—An indication of the type of operator license an individual is required to have in order to operate that type of vehicle/machinery.

01 Automobile

02 School bus

03 Heavy equipment

04 Commercial vehicle

05 Motorcycle

99 Other

Entity Uses: Staff Member

3330 **Vehicle Driver's License Expiration Date**—The month, day, and year on which the individual's vehicle driver's license expires.

Entity Uses: Staff Member

3340 **Authorized/Insured to Use Organization Vehicles**—An indication of whether the individual is authorized and/or insured to use the employer's vehicles to conduct official business.

01 Yes

02 No

Entity Uses: Staff Member

3350 **Authorized/Insured to Use Own Vehicles**—An indication of whether the individual is authorized and/or insured to use his or her vehicles to conduct official business.

01 Yes

02 No

Entity Uses: Staff Member

3360 **Union Membership/Name**—The name of the labor organization of which the individual is a member.

Entity Uses: Staff Member

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

3370 **Pay Grade**—Identification of the class of an individual's position grouped by salary range.

Entity Uses: Staff Member

3380 **Pay Step**—An identification of the class of an individual's position within a grade, which is grouped by salary range.

Entity Uses: Staff Member

3390 **Pay Range**—The pay rates assigned to a class or group of positions which define the appropriate compensation options.

Entity Uses: Staff Member

3400 † **Base Salary or Wage**—The salary or wage an individual is paid before deductions (excluding differentials) but including annuities.

Entity Uses: Staff Member

3410 † **Earning Rates of Pay**—The monetary unit of salary compensation an individual is paid for performance of agreed-upon duties.

Entity Uses: Staff Member

3420 **Unit of Basis for Measurement**—The cycle of time elements or other basis based on which an amount is calculated.

- 01 Hour*
- 02 Day*
- 03 Half-week*
- 04 Week*
- 05 Two weeks*
- 06 Half months*
- 07 Month*
- 08 Two months*
- 09 Quarter*
- 10 Summer term*
- 11 Half-year*
- 12 Year*
- 13 Current pay period*
- 14 Quarter-to-date*
- 15 Year-to-date*
- 16 Inception-to-date*
- 17 Per occasion or job completion*
- 18 Unit*
- 19 Visit*
- 99 Other*

Entity Uses: Staff Member

3430 **Other Compensation Type**—An indication of the category of income, wages, or benefits an individual receives as compensation for service in compliance with the employment agreement.

- 01 Supplemental pay/compensation*
- 02 Fringe Benefit*
- 03 In-kind compensation*
- 99 Other*

Entity Uses: Staff Member

3440 † **Supplemental Pay Type**—An indication of the type of additional monetary compensation to an individual for his or her performance, position, additional duties or responsibilities, professional development or qualification, or extended time of work.

- 01 Bonus for student performance of school*
- 02 Bonus for student performance of class*
- 03 Merit bonus*
- 04 Hazard pay*
- 05 Locality supplement*
- 06 Position bonus*
- 07 Shortage position supplement*
- 08 Saving bonus*
- 09 Voluntary transfer*
- 10 Bilingual work*
- 11 Co-curricular activities*
- 12 Coaching supplement*
- 13 Curriculum work*
- 14 Department chair*
- 15 Extra-curricular activities*
- 16 General additional duties*

- 17 Longevity*
- 18 Mentoring*
- 19 Special education*
- 20 Technology responsibilities*
- 21 Training*
- 22 Tutoring*
- 23 Advance skill supplement*
- 24 Assessment*
- 25 Certification*
- 26 Credit/course completion supplement*
- 27 Degree supplement*
- 28 Education time*
- 29 Professional affiliation supplement*
- 30 Extended salary*
- 31 Overtime*
- 32 Sabbatical*
- 33 Summer salary*
- 99 Other*

Entity Uses: Staff Member

3450 **Salary for Overtime**—The amount paid to an individual in either a temporary or permanent position for services rendered that are additional to those performed in the normal work period for which he or she is compensated under regular or temporary salary or wage rate.

Entity Uses: Staff Member

3460 **Overtime Identifier**—The amount of time at which an individual begins to earn overtime pay rather than base pay.

Entity Uses: Staff Member

3470 **Compensation Description**—A description of the compensation (salary, supplemental pay, fringe benefits, in-kind compensation, or other) an individual receives for the position.

Entity Uses: Staff Member

3480 **Compensation Eligibility**—The maximum amount of income, supplemental pay, fringe benefits, or in-kind compensation an individual is eligible to receive for performance of duties within a position.

Entity Uses: Staff Member

3490 † **Compensation Amount**—The amount of income, supplemental pay, fringe benefits, or in-kind compensation an individual receives for performance of duties within a position.

Entity Uses: Staff Member

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

3500 **Fringe Benefit Type**—An indication of the type of compensation or benefit in a form other than direct wages, provided in whole or in part by an employer to the employee.

- 01 Social Security old age insurance*
- 02 Social Security survivor insurance*
- 03 Social Security disability insurance*
- 04 Medicare for the aged and disabled hospital insurance*

- 05 *Medicare for the aged and disabled supplementary medical insurance*
- 06 *Other Social Security benefits*
- 07 *Employee Retirement Income Security Act (ERISA)*
- 08 *Defined benefit plan*
- 09 *Defined contribution plan*
- 10 *Other pension plans*
- 11 *Individual retirement account (IRA)*
- 12 *Health insurance—health maintenance organization (HMO)*
- 13 *Health insurance—preferred provider organization (PPO)*
- 14 *Other health plan*
- 15 *Dental care plan*
- 16 *Prescription drug plan*
- 17 *Vision plan*
- 18 *Mental health and substance abuse benefits*
- 19 *Retiree health insurance*
- 20 *Health promotion program*
- 21 *Consolidated Omnibus Budget Reconciliation Act (COBRA)*
- 22 *Worker's compensation*
- 23 *Non-occupational temporary disability insurance plan*
- 24 *Short-term disability plan-employment based private program—employment-based private Program*
- 25 *Long-term disability plan- employment based private—employment-based private program*
- 26 *Sick leave*
- 27 *Annual leave*
- 28 *Leave sharing/leave bank*
- 29 *Compensatory time*
- 30 *Family and medical leave*
- 31 *Other leave*
- 32 *Uniform and laundry fees*
- 33 *Transportation subsidy*
- 34 *Parking subsidy*
- 35 *Recreation subsidies*
- 36 *Child care*
- 37 *Car*
- 38 *Housing allowances*
- 39 *Tuition for children of staff*
- 40 *Employee assistance program*
- 41 *Long-term care insurance*
- 42 *Group life insurance plan*
- 43 *Survivor benefits*
- 44 *Educational assistance benefits*
- 45 *Legal service plan*
- 46 *Dependent care*
- 47 *Stock ownership plan*
- 48 *Profit sharing plan*
- 49 *Other direct subsidies*
- 99 *Other*

Entity Uses: Staff Member

3510 **Eligibility Status**—An appraisal as to whether an individual is or is not eligible for a given benefit plan.

01 Eligible—An individual meets all criteria necessary to participate in a plan.

02 Eligible, but coverage declined—An individual meets all criteria necessary to participate in a plan, but has refused coverage.

03 Not eligible—An individual does not meet all criteria necessary to participate in a plan.

Entity Uses: Employee Benefit

3520 **Ineligibility Reason**—A description of the reason an individual is not covered by or is not eligible to receive an employee benefit.

Entity Uses: Employee Benefit

3530 **Coverage Description**—A description or title of the actual plan, program, or policy by which an individual is provided coverage.

Entity Uses: Employee Benefit

3540 **Coverage Type**—The specific type of plan (e.g., family coverage, high option, low option, term, whole life) by which an individual is covered.

Entity Uses: Employee Benefit

3550 **Coverage Identifier**—Information necessary to identify an individual's benefit plan (e.g., group reference, policy number, etc.).

Entity Uses: Employee Benefit

3560 **Coverage Amount**—The total amount or degree to which an individual is entitled benefits.

Entity Uses: Employee Benefit

3570 **Special Terms**—A description of any special benefits of an individual's coverage (e.g., double indemnity benefits).

Entity Uses: Employee Benefit

3580 **Coverage Beginning Date**—The month, day, and year on which an individual's benefit plan becomes effective.

Entity Uses: Employee Benefit

3590 **Coverage Ending Date**—The month, day, and year on which an individual's benefit plan ends.

Entity Uses: Employee Benefit

3600 **Vesting Percentage**—The current percentage of a benefit plan to which a plan participant has earned a vested interest.

Entity Uses: Employee Benefit

3610 **Anticipated Use Date**—The earliest possible month, day, and year on which a benefit will be paid off in a lump-sum payment or distributed in installments to an individual.

Entity Uses: Employee Benefit

3620 **Actual Use Date**—The month, day, and year on which a benefit was paid off in a lump-sum payment or distributed in installments to an individual.

Entity Uses: Employee Benefit

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

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

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

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

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

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

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

01 Alternate telephone number
02 Answering service
03 Beeper number
04 Telephone extension
05 Home facsimile number (not applicable to this entity)
06 Home telephone number (not applicable to this entity)
07 Night telephone number
08 Other residential facsimile number (not applicable to this entity)
09 Other residential telephone number (not applicable to this entity)
10 Appointment telephone number
11 Personal cellular number
12 Personal telephone number
13 Telex number
14 Tele-mail
15 Voice mail
16 Work cellular number
17 Work facsimile number
18 Work telephone number
99 Other

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

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

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

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

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

Employee Benefit Contributions—Information about individuals and organizations, including but not exclusively the staff member or employer, that contribute to a benefit plan to which a staff member belongs.

3630 **Benefit Contributor Type**—An indication of the category of an individual or institution that donates to an employee's benefit plan.

- 01 Employer*
- 02 State education agency/state government*
- 03 Local education agency*
- 04 Regional education service center*
- 05 Community organization, business, or group*
- 06 Other organization, business, or group*
- 07 Individual employee*
- 08 Individual other than employee*
- 99 Other*

Entity Uses: Employee Benefit Contributor

3640 **Benefit Contribution Type**—An indication of the form of donation an individual or an institution gives to employee's benefit plan.

- 01 Monetary*
- 02 In-kind*
- 99 Other*

Entity Uses: Employee Benefit Contributor

3650 **Benefit Contribution Amount**—The monetary amount or description of the contribution given to employee's benefit plan.

Entity Uses: Employee Benefit Contributor

3660 **Payment Required per Pay Period**—The monetary amount that must be paid each pay period in order for an individual to be covered by or participate in an employee benefit program.

Entity Uses: Employee Benefit Contributor

Beneficiary—Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

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

Entity Uses: Beneficiary

3670 **Relationship to Staff Member**—An indication of an employee's relationship with an individual or organization (e.g., a charity to which benefits are designated).

Entity Uses: Beneficiary

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

Entity Uses: Beneficiary

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

Entity Uses: Beneficiary

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

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

Entity Uses: Beneficiary

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

Entity Uses: Beneficiary

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

01 Home/personal
02 Work
03 Other

Entity Uses: Beneficiary

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

Entity Uses: Beneficiary

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

3680 **Gross Income Amount**—The amount of income and supplemental pay earned before deductions for the specific time period.

Entity Uses: Staff Member

3690 **Adjusted Income Amount**—The amount of income and supplemental pay earned after deductions for the specific time period.

Entity Uses: Staff Member

3700 **Advance Pay**—The amount paid to an individual prior to services rendered (e.g., deposit).

Entity Uses: Staff Member

3710 **Payroll Calculation Cycle**—The time element that governs the amount calculated in payroll to an employee.

Entity Uses: Staff Member

3720 **Payroll Deduction Type**—The type of money to be withheld or deducted from the employee's paycheck.

- 01 *Federal income tax*
- 02 *State income tax*
- 03 *Local income tax*
- 04 *Social Security FICA*
- 05 *Medicare*
- 06 *State teacher retirement system*
- 07 *State public employee retirement system*
- 08 *Industrial/professional insurance*
- 09 *Group medical insurance*
- 10 *Group dental insurance*
- 11 *Term life insurance*
- 12 *Permanent life insurance*
- 13 *Profit sharing*
- 14 *Retirement plan—401(k) or 403(b)*
- 15 *Charity*
- 16 *Annuity*
- 17 *Child/dependent care benefits reimbursement*
- 18 *Child support disbursement unit*
- 19 *Alimony payment*
- 20 *Credit union*
- 21 *Recreation fee*
- 22 *Parking fee*
- 23 *Uninsured medical expenses*
- 24 *Section 457*
- 25 *Loan repayment*
- 99 *Other*

Entity Uses: Staff Member

3730 **Payroll Tax Treatment Status**—An indication of whether a payroll deduction is made prior to or after taxes have been withheld, according to rules of the taxing authorities.

- 01 *Pre-tax*
- 02 *After tax*
- 03 *Non-taxed*

Entity Uses: Staff Member

3740 **Deduction Period**—The length of time in which money is withheld or deducted from the employee's paycheck, which begins on the month, day, and year on which the deduction is first made, and ends on the month, day, and year on which the last deduction is made.

Entity Uses: Staff Member

3750 **Deduction Amount**—The amount of money to be withheld or deducted from the employee's paycheck.

Entity Uses: Staff Member

3760 **Annual Maximum Payroll Deduction Allowed**—The maximum allowable amount of money within a year that would be withheld or deducted from the employee's paycheck.

Entity Uses: Staff Member

3770 **Electronic Deposit Bank Routing Number**—An identification number uniquely assigned to a bank for the purpose of conducting electronic transfers of funds.

Entity Uses: Staff Member

3780 **Electronic Deposit Bank Account Number**—An identification number uniquely assigned to an account within a bank for the purpose of conducting electronic transfers of funds.

Entity Uses: Staff Member

3790 **Bank Account Type**—The type of bank account that is under an individual's name.

01 Checking
02 Saving
03 Money Market
99 Other

Entity Uses: Staff Member

3800 **Deposit Amount**—The amount that is deposited into an individual's bank account.

Entity Uses: Staff Member

3810 **Deposit Date**—The month, day, and year on which the deposit was made to an individual's bank account.

Entity Uses: Staff Member

3820 **Earned Income Credit**—The amount of tax credit available to an eligible individual that he or she can use to reduce his or her tax liability.

Entity Uses: Staff Member

Tax Withholding Information—Information about deductions by an employer from employee compensation for the payment of federal and state income tax. It is paid in a prescribed manner to the taxing authority.

3830 **Form Type**—An indication of the type of form that is required to be filled out by an individual for tax records.

01 Federal W-4 form
02 State form
99 Other

Entity Uses: Staff Member

3840 **Form Date**—The month, day, and year on which the required tax form is filled out by the individual.

Entity Uses: Staff Member

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

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

Entity Uses: Staff Member

3850 **Marital Status**—An indication of the marital condition of an individual for tax purposes.

01 Married

02 Single

03 Married but withholding at single rate

Entity Uses: Staff Member

3860 **Number of Dependents**—The number of persons (minor or adult) for whom an individual provides primary support as defined by the taxing authority.

Entity Uses: Staff Member

3870 **Allowances Number**—The total number of personal allowances an individual is claiming on his or her tax withholding form.

Entity Uses: Staff Member

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

3880 † **Leave Type**—An indication of the class or kind of leave for which an employee is eligible to take with approval.

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

02 Annual—Leave granted an individual for use at his or her discretion (upon pre-approval in many instances) to be taken during the work year. Some or all accumulated annual leave may be carried forward from one year to the next, depending upon the employer's regulations. Organizational policy designates whether annual leave is considered to be exclusive of sick leave.

03 Bereavement—Leave granted an individual to be taken upon the death of an immediate family member. With approval of an employer, bereavement period can last for an extended period of time.

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

05 Family—Leave granted an individual for the following reasons: 1) childbirth and care for the child (maternity); 2) adoption or placement of a foster child; 3) care for a seriously ill child, spouse or parent; and 4) a serious health condition making the employee unable to perform the duties of his or her job.

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

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

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

09 Release time—Leave granted an individual for participating in professional development activities.

10 Sabbatical—Leave, sometimes referred to as leave of absence, granted an individual following a designated number of consecutive years of service, to provide members of the instructional staff with an opportunity for self-improvement through activities such as graduate study, occupational experience or training, travel, writing, or recuperation.

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

12 Suspension—Leave mandated to an individual that prohibits him or her from attending work or carrying out assigned duties.

99 Other

Entity Uses: Staff Member

3890 **Leave Substitution Status**—An indication of the type of substitution provided for an individual's job assignment during the period of his/her absence.

01 No substitution

02 Substitution by an individual without proof of required credentials

03 Substitution by an individual with proof of required credentials

Entity Uses: Staff Member

3900 **Leave Payment Status**—An indication as to whether an individual receives compensation from the employer during a period of leave.

01 With pay

02 Without pay

Entity Uses: Staff Member

3910 † **Maximum Leave Allowed**—The maximum number of hours of leave that an individual can accrue during a calendar or fiscal year.

Entity Uses: Staff Member

3920 **Leave Accrued**—The actual number of hours of leave earned but not yet taken by an individual.

Entity Uses: Staff Member

3930 † **Hours of Leave Used**—The number of hours of leave an individual has taken.

Entity Uses: Staff Member

3940 **Leave Beginning Date**—The month, day, and year on which the individual begins his or her leave.

Chapter 4 - Data Elements and Definitions

Data Element Definitions

D. Current Employment

Entity Uses: Staff Member

3950 **Leave Ending Date**—The month, day, and year on which the individual ends his or her leave.

Entity Uses: Staff Member

3960 **Leave Balance**—The current number of hours of leave available for use by an individual.

(Note: Constituent data elements used to compute this aggregate or derived data element can be found in the "Notes" column of the application table in chapter 5.)

Entity Uses: Staff Member

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

3970 **Grievance Description**—Any statement or official expression submitted by an employee as a grievance about his or her employment.

Entity Uses: Staff Member

3980 **Grievance Date**—The month, day, and year on which a grievance was filed by an employee.

Entity Uses: Staff Member

3990 **Grievance Action**—Any action taken by the employer as a result of a grievance filed by an employee.

Entity Uses: Staff Member

4000 **Grievance Resolution Date**—The month, day, and year on which a resolution of a grievance was announced.

Entity Uses: Staff Member

4010 **Grievance Outcome**—An indication of the action(s) taken or not taken by the employer as a result of a grievance filed by an employee.

Entity Uses: Staff Member

E. ASSIGNMENTS

Section E, Assignments, includes information about an individual's assignment, operational unit, schedule, workload, program area, and function.

Entity Uses: Assignment
 Immediate Supervisor

Assignment Information—Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

5010 † **Job Classification**—A description of the specific group of duties and responsibilities of a position.

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

Entity Uses: Assignment

5020 **Assignment Description**—Further description of a staff assignment that fully defines the activity, as necessary. For example, a "teacher" assignment would be defined in terms of the grade levels taught or the types of duties involved (e.g., lead teacher for a class of third graders).

Entity Uses: Assignment

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

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

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

Entity Uses: Assignment

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

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

02 Special education—A course that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health impairments.

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

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

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

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

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

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

09 College level—A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may get college credit(s).

10 Untracked—A course that is not limited to one level of instruction so as to meet the needs of student groups at a variety of educational levels.

11 Limited English/bilingual—A course designed for students with a language background other than English, and whose proficiency in English is such that the probability of the individual's academic success in an English-only environment is below that of a peer with an English language background.

12 Accepted as a high school equivalent—A secondary-level course offered at an education institution other than a secondary school (such as adult learning center or a community college) or through correspondence or distance learning.

99 Other

Entity Uses: Assignment

5030 **Scope of Activity**—The range or extent of an individual's current assignment.

01 Statewide—An assignment consisting of activities which extend or apply to an entire state.

02 More-than-agency wide—An assignment consisting of activities which extend or apply to more than one school agency (e.g., regional services).

03 Agency wide—An assignment consisting of activities which extend or apply to all of the operational units in a local agency.

04 Multi-operational unit but less-than-agency wide—An assignment consisting of activities which extend or apply to more than a single unit (e.g., a school) but which are not agency wide in their application.

05 Single operational unit—An assignment consisting of activities which extend or apply to only one single unit (e.g., a school).

Entity Uses: Assignment

5040 **Itinerant Teacher**— An indication of whether a teacher provides instruction in more than one instructional site.

01 Yes

02 No

Entity Uses: Assignment

5050 **Essential Personnel Identifier**—An indication as to whether an individual is considered by his or her employer to have job assignments essential during an emergency situation necessitating that his or her attendance at work is required regardless of any liberal leave or emergency administrative leave announcement.

01 Essential

02 Non-essential

Entity Uses: Assignment

5060 **Time Period Classification**—An indication of the manner in which yearly time periods are accounted for.

01 Calendar year—A twelve-month period beginning January 1 and ending December 31.

02 Fiscal year—A twelve-month period, not necessarily corresponding to the calendar year, for which an organization plans its use of funds.

Entity Uses: Assignment

5070 **Time Period**—A specific fiscal or calendar year.

Entity Uses: Assignment

1160 **Session Type**—A prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration. A session may be interrupted by one or more vacations.

01 Full school year—A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school).

02 Semester—One of two equal segments into which a school year is divided.

03 Trimester—One of three equal segments into which a school year is divided.

04 Quarter—One of four equal segments into which a school year is divided.

05 Quinmester—One of five equal segments into which a school year is divided.

06 Mini-term—A school term which is shorter than a regular session.

07 Summer term—A school term which takes place in the summer between two regular school terms.

08 Intersession—A short session which occurs between longer sessions.

09 Long session—A session that is longer than a semester but shorter than a full year.

10 Twelve month—An educational program that operates throughout the year.

99 Other

Entity Uses: Assignment

5080 **Activity Beginning Date**—The month, day, and year on which an activity began.

Entity Uses: Assignment

5090 **Activity Ending Date**—The month, day, and year,

Entity Uses: Assignment

5100 **Total Days in Session**—The total number of days in a given session. Also included are days on which the education institution facility is closed and the student body as a whole is engaged in planned activities off-campus under the guidance and direction of staff members.

Entity Uses: Assignment

5110 **Number of Hours in School Day**—The number of hours (and portion of hours) in the day in which the school is normally in session.

Entity Uses: Assignment

Operational Unit to Which Assigned—The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

0120 † **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Assignment

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Assignment

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number (not applicable to this entity)

02 Health record number (not applicable this entity)

03 Medicaid number (not applicable to this entity)

04 Professional certificate or license number (not applicable to this entity)

- 05 School-assigned number (not applicable to this entity)
- 06 District-assigned number (not applicable to this entity)
- 07 State-assigned number (not applicable to this entity)
- 08 Selective service number (not applicable to this entity)
- 09 Migrant number (not generally used for staff) (not applicable to this entity)
- 10 Social Security Administration number (not applicable to this entity)
- 11 US government Visa number (not applicable to this entity)
- 12 Personal identification number (used for access into system) (not applicable to this entity)
- 13 Family unit number (not generally used for staff) (not applicable to this entity)
- 14 College Board/ACT code set of PK-grade 12 institutions)
- 15 LEA number for school
- 16 SEA number for school
- 17 SEA number for LEA
- 18 NCES number for school
- 19 NCES number for a LEA
- 20 Other agency (e.g., Roman Catholic diocese or association member)
- 21 Integrated Postsecondary Education Data System (IPEDS)
- 22 College Testing (ACT) Program numbers
- 23 Federal identification
- 24 Dunn and Bradstreet number
- 99 Other

Entity Uses: Assignment

- 0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Assignment
Immediate Supervisor

- 0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Assignment
Immediate Supervisor

- 0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number
- 02 Answering service
- 03 Beeper number
- 04 Telephone extension
- 05 Home facsimile number
- 06 Home telephone number
- 07 Night telephone number
- 08 Other residential facsimile number
- 09 Other residential telephone number
- 10 Appointment telephone number
- 11 Personal cellular number
- 12 Personal telephone number
- 13 Telex number
- 14 Tele-mail
- 15 Voice mail

16 Work cellular number
17 Work facsimile number
18 Work telephone number
99 Other

Entity Uses: Assignment
 Immediate Supervisor

0600 **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Assignment
 Immediate Supervisor

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

01 Home/personal
02 Work
99 Other

Entity Uses: Assignment
 Immediate Supervisor

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Assignment
 Immediate Supervisor

0630 **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Assignment

5120 **Location**—The description of the place where an activity takes place.

Entity Uses: Assignment

5130 **Facility Type**—The functional or organizational classification of a location where an activity takes place.

01 Community facility—A building or site belonging to the community and used by an education institution.

02 Home of student—The residence of a student.

03 Hospital—A building or site belonging to or used by a hospital, sanatorium, or convalescent home.

04 Intermediate education unit office—A building or site that houses an administrative unit smaller than the state education agency that exists primarily to provide consultative, advisory, administrative, or statistical services to local education agencies, or to exercise certain regulatory functions over local education agencies. This unit may operate schools and contract schools services, but does not exist primarily to render such services.

05 Local administrative unit/local education agency office—A building or site that houses the administrative unit at the local level, which exists primarily to operate schools or to contract for

educational services. These units may or may not be coextensive with county, city, or town boundaries.

06 Religious school office—A building or site that houses an administrative unit at a religious regional or district level (e.g., Roman Catholic Diocesan district), which exists primarily to operate schools and related educational services.

07 Residential facility—A building or site, belonging to or used by an education institution, at which students are boarded and lodged as well as instructed.

08 School building—A building or site that provides preschool, elementary, and/or secondary instruction; has one or more grade groupings or is ungraded; has one or more teachers to give instruction or care; is located in one or more buildings; and has one or more assigned administrators.

09 Shared education facility—A building or site that belongs to either a public or private school or system but which is used by both. This includes private schools that are used for public school classes or programs.

10 State education agency office—A building or site that houses the organization established by law for the primary purpose of carrying out at least a part of the educational responsibilities of the state.

11 Support facility—A building or site, not otherwise identified, which is not necessarily used for instructional purposes. This includes administrative offices, carpools, garages, or warehouses.

12 Vocational training center—A building or site that is used to provide vocational education and training.

13 Prison—A place for the confinement of persons in lawful detention.

Entity Uses: Assignment

5140 **School Type Code**—An indication of the type of education institution as classified by its focus.

01 Regular—A school providing instruction and educational services that do not focus primarily on special education, vocational/technical education, alternative education, or on any of the particular themes associated with magnet/special program emphasis schools.

02 Alternative—A school that: 1) addresses needs of students which cannot typically be met in a regular school; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.

03 Magnet/special program emphasis—A school within the public education system that has been designed: 1) to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and/or 2) to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).

04 Montessori—A school that places primary emphasis on use of the Montessori method of educating young children. This method focuses on training of the senses and guidance rather than rigid control of the child's activity so as to encourage self-education.

05 Special education—A school that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities,

orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health impairments.

06 Vocational/technical—A school that focuses primarily on providing formal preparation for semi-skilled, skilled, technical or professional occupations for high school-aged students who have opted to develop or expand their employment opportunities, often in lieu of preparing for college entry.

07 Charter school—A public school that is exempted from significant state or local rules that normally govern the operation and management of public schools. It is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction. It operates in pursuit of a specific set of education objectives determined by the school's developer and agreed to by the public chartering agency and provides a program of elementary and secondary education, or both. It meets all applicable federal, state, and local health and safety requirements; complies with federal civil rights laws, and operates in accordance with state law.

99 Other

Entity Uses: Assignment

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Immediate Supervisor

Schedule for Current Assignment—Information about the specific time schedule for a current assignment of an individual.

3190 † **Full-time Equivalency (FTE)**—The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.

Entity Uses: Assignment

3200 **Full-Time Status**— An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.

01 Full-time
02 Part-time

Entity Uses: Assignment

3240 **Scheduled Work Time Daily**— The specific hours during a day that an individual is scheduled to work for an employer, including a starting and ending work time (e.g., 9:00 A.M. to 6:00 P.M., 1:00 P.M. to 5:00 P.M.).

Entity Uses: Assignment

3250 **Scheduled Work Days Weekly**— The specific day(s) of a week that an individual is scheduled to perform for an employer (e.g., Monday, Wednesday, and Friday; Monday to Friday).

Entity Uses: Assignment

3260 **Scheduled Work Months Annually**— The specific month (s) of a year that an individual is scheduled to perform for an employer (e.g., September to May; June, and August to December).

Entity Uses: Assignment

Staff Assignment Workload—Information about factors used to measure an individual's efforts in fulfilling an assignment, including the type of activity, the unit of work, and time involved in the task.

5150 † **Elementary Subject/Course**—A classification of related subjects/courses or units of subjects/courses provided for students of elementary school levels.

01 Computer science programming
02 Computer skills/literacy
03 Elective activities
04 English as a Second Language
05 Fine Arts—Art
06 Fine Arts—Dance
07 Fine Arts—Drama/Theater
08 Fine Arts—Music
09 Family and consumer sciences
10 Foreign language and literature
11 Geography
12 Handwriting/penmanship
13 Health
14 History
15 Industrial arts
16 Keyboarding/typing
17 Language arts
18 Library skills
19 Mathematics/arithmetic
20 Military science
21 Multi/interdisciplinary studies
22 Physical education
23 Reading
24 Religious education and theology
25 Science
26 Social studies
27 Spelling
28 Study skills
29 Test preparation
99 Other

Entity Uses: Assignment

1210 † **Course Code System**—A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

01 NCES Pilot Standard National Course Classification System Codes
02 NCES Classification of Secondary School Courses
03 State course code
04 LEA course code
05 School course code
06 University course code
07 Intermediate agency course code
99 Other

Entity Uses: Assignment

1220 † **Course Code**—The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

Entity Uses: Assignment

- 1190 † **Course Title**—The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts).

Entity Uses: Assignment

- 5160 **Unique Course Code**—A unique number that identifies the classroom, the subjects taught, and the instructors that are assigned.

Entity Uses: Assignment

- 5170 **State University Course Requirement**—Code indicating that the course meets the state university admission requirements for a particular area.

01 Yes

02 No

97 Unknown

Entity Uses: Assignment

- 1230 **Principal Medium of Instruction**—The principal medium by which the student receives instructional communication from his or her teacher(s).

01 Computer-based course—Instruction facilitated by a computer using self-contained educational software with which learners interact.

02 Correspondence course—Instruction which provides for the systematic exchange of materials between teacher and student by mail.

03 Direct student-teacher interaction—Instruction by one or more teachers physically present, i.e., by a single teacher or by a team of two or more teachers.

04 Directed self study—Self study, under the guidance of one or more teachers, which includes the use of self-teaching materials.

05 Distance learning—Instruction, not necessarily interactive, transmitted from one location to another using a communications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

06 Interactive telecommunications—Two way voice of data exchange between an instructor and student via phone, data lines, or video.

07 Center-based instruction—Instruction provided through a set of self-teaching materials generally focused on a single objective completed by a student or group of students in a specified location usually inside the classroom.

08 Independent study—Self-study, under the guidance of one or more teachers and involving a variety of resources both inside and outside of the classroom, in which the student has a role in selecting what is studied.

09 Internship—Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

99 Other

Entity Uses: Assignment

5180 **Language of Instruction**—The language that is used for presenting the instructional materials.

Entity Uses: Assignment

5190 **Number of Students in Class**—The number of students for the classroom for which the individual is responsible for providing learning experiences and care during a particular time period or in a given discipline.

Entity Uses: Assignment

Program Information—Information about the nature of the program to which an individual is assigned.

5200 † **School Grade Level Classification**—An indication of the grade levels served by the school.

01 Early childhood/pre-kindergarten—A schooling level that provides care and education for children from birth, but not including, to kindergarten (usually age 5) which is intended to foster social, emotional, and intellectual growth and prepare them for further formal learning.

02 Kindergarten—A schooling level that provides educational experiences for children in the year immediately preceding the first grade. A kindergarten class may be organized as a grade of an elementary school or as part of a separate kindergarten school.

03 Elementary school—A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level from after kindergarten to the eighth grade, as defined by applicable state laws and regulations.

04 Middle/intermediate/junior high school—A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level between the elementary and senior high school, as defined by applicable state laws and regulations.

05 High school—A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level between the middle/intermediate/junior high school and grade 12, as defined by applicable state laws and regulations.

06 Community/junior college—A schooling level that is separately organized to provide up to two years of postsecondary instruction for academically qualified high school students and/or graduates.

07 Adult school—A schooling level that is separately organized to provide instruction for adults and youths beyond the age of compulsory school attendance.

08 System wide/agency wide school—A school that is not organized according to typical schooling levels but is organized according to an individual system/agency (e.g., K-12 school, district level school).

09 Ungraded—A school with mixed age classrooms where students are grouped by their skills or abilities.

10 All grades—A schooling level that is organized to provide instruction for all students in early childhood, kindergarten, elementary grades, intermediate grades, and high school grades.

Entity Uses: Assignment

5210 † **Program Type**—The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community.

(Note: A list of options and their codes can be found in appendix L.)

Entity Uses: Assignment

1080 **Program Support/Funding Source**—Ultimate and intermediate providers of funds for a particular educational program or activity or for the individual's participation in the education program or activity.

01 Federal government
02 State government
03 Local government
04 Intermediate agency or government
05 Local education agency (LEA)
06 Institution of Higher Education (IHE)
07 Joint IHE/LEA
08 School
09 Business
10 Community
11 Self (tuition/fees)
12 Parent/teacher organization
13 Individuals (endowments)
14 Foundations and other charitable organization
15 Religious organization
16 Union
17 Fraternal organization
18 Insurance
19 Military
99 Other

Entity Uses: Assignment

5220 † **Function Type**—The purpose of the program activities to which an individual was assigned as related to students.

(Note: A list of options and their codes can be found in appendix M.)

Entity Uses: Assignment

Activity Sponsorships—Information about an individual's sponsorship of students' cocurricular or extracurricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

5230 **Activity Title**—The title that identifies a particular cocurricular or extracurricular activity.

Entity Uses: Assignment

5240 **Activity Code**—The code used to identify the cocurricular or extracurricular activity in which the individual was involved.

01 Archery
02 Badminton
03 Baseball

- 04 Basketball
- 05 Bowling
- 06 Boxing
- 07 Crew
- 08 Cross country
- 09 Diving
- 10 Field hockey
- 11 Fencing
- 12 Football
- 13 Golf
- 14 Gymnastics
- 15 Ice hockey
- 16 Lacrosse
- 17 Martial arts
- 18 Polo
- 19 Racquetball
- 20 Rugby
- 21 Sailing
- 22 Skiing
- 23 Soccer
- 24 Softball
- 25 Squash
- 26 Swimming
- 27 Synchronized swimming
- 28 Team handball
- 29 Tennis
- 30 Track and field
- 31 Volleyball
- 32 Water polo
- 33 Wrestling
- 34 Rodeo
- 35 Scuba diving
- 36 Team manager
- 37 Cheerleading
- 38 Other sport
- 39 Student body president
- 40 Student body officer
- 41 Class president
- 42 Class officer
- 43 Other student leadership and government
- 44 Music—Vocal
- 45 Music—Instrumental
- 46 Music—Theory and Composition
- 47 Band
- 48 Orchestra
- 49 Jazz ensemble
- 50 Chorus
- 51 Other music
- 52 Theater/Drama
- 53 Art and graphic design
- 54 Dance
- 55 Dance team
- 56 Drill team
- 57 Other performing arts
- 58 Journalism
- 59 Broadcasting
- 60 Year book

- 61 *Literary magazine*
- 62 *Other*
- 63 *Speech/Debate*
- 64 *Drama club*
- 65 *Language club*
- 66 *Science club*
- 67 *Art club*
- 68 *Computer club*
- 69 *Future Business Leaders of America - Phi Beta Lambda (FBLA - PBL)*
- 70 *Future Teachers of America*
- 71 *National Future Farmers of America (FFA)*
- 72 *Family, Career and Community Leaders of America*
- 73 *Health Occupations Students of America*
- 74 *Distributive Education Clubs of America (DECA)*
- 75 *Technology Student Association (TSA)*
- 76 *Vocational Industrial Clubs of America*
- 77 *Business Professionals of America*
- 78 *Peer counseling*
- 79 *Tutoring*
- 80 *Students Against Drunk Driving (SADD)*
- 81 *Key Club*
- 82 *Boy Scouts*
- 83 *Girl Scouts*
- 84 *4H*
- 85 *Chess club*
- 86 *Sorority*
- 87 *Fraternity*
- 88 *Other club or organization*
- 89 *National Forensics League*
- 90 *National Honor Society*
- 91 *State Honor Society*
- 92 *Academic Team/Knowledge Bowl*
- 93 *National Beta Club*
- 94 *Mu Alpha Theta*
- 95 *Psi Eta (Science Honorary)*
- 96 *Thespian Society*
- 97 *Other honor society*
- 99 *Other*

Entity Uses: Assignment

5250 **Activity Description**—The description of a particular cocurricular or extracurricular activity in which the individual was involved.

Entity Uses: Assignment

5260 **Activity Involvement Beginning Date**—The month, day, and year on which the individual began to participate in the activity.

Entity Uses: Assignment

5270 **Activity Involvement Ending Date**—The month, day, and year on which the individual ceased to participate in the activity.

Entity Uses: Assignment

5280 **Amount of Activity Involvement**—An indication of the degree to which the individual was involved in the activity (e.g., number of hours per week).

Entity Uses: Assignment

Other Assignment Information—Other information relating each job classification with other organizational elements including the scope and timing of the assignment as well as its location, schedule, and workload.

5290 **Unit of Work**—The number of objects serviced or recipients served by an individual's efforts. Examples of units of work, which form the basis for establishing the measure of an individual's efforts, include students, groups of students, square feet (for cleaners or painters), drops or outlets (for electricians).

Entity Uses: Assignment

5300 **Time Expended**—The amount of time relevant to measuring the unit of work in which the individual is engaged. Units of work may be measured in hours, days, weeks, months, or sessions. A painter employed by the hour might be measured by the number of squares (e.g., 10 feet by 10 feet) painted per hour, while a psychometrist's efforts would be measured by the number of students assessed per week or per session.

Entity Uses: Assignment

5310 † **Percent of Total Time**—A derived number expressing the time spent fulfilling an assignment as a percentage of the total work time possible for an individual.

Entity Uses: Assignment

5320 **Number of Days in Attendance**—The number of days an individual is present when school was in session during a given reporting period.

Entity Uses: Assignment

5330 **Number of Days Absent**—The number of days an individual is absent when school was in session during a given reporting period.

Entity Uses: Assignment

5340 **Number of Days Tardy**—The number of days an individual was late when school is in session during a given reporting period.

Entity Uses: Assignment

F. EVALUATION AND CAREER DEVELOPMENT

Section F, Evaluation and Career Development, includes information that relates to an individual's performance and growth in his or her current employment. In addition to providing information about quality of job performance, this section describes factors that may bear upon an individual's future career alternatives such as the need for additional training or experience.

Entity Uses: Evaluation
 Evaluator
 Staff Member

Quality of Performance—Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

6010 **Evaluation Purpose**—The reason that an appraisal of an individual's performance is conducted.

01 End of probationary period—An appraisal of an individual's performance marking the end of a trial period of employment.

02 Evaluation for advancement—An appraisal of an individual's performance in order to determine whether it is appropriate to advance the worker in rank, compensation, grade, or position.

03 Evaluation for licensure—An appraisal of an individual's performance in order to determine whether the worker is qualified to receive a license.

04 Periodic evaluation—An appraisal of an individual's performance in accordance with rules or policies.

05 Problem resolution—An appraisal of an individual's performance conducted to solve difficult work-related situations.

99 Other

Entity Uses: Evaluation

6020 **Evaluation Periodicity**—The interval at which an individual's appraisal occurs.

01 Monthly—An appraisal of an individual's performance conducted once a month.

02 Quarterly—An appraisal of an individual's performance conducted at regular intervals four times a year.

03 Semi-annually—An appraisal of an individual's performance conducted twice a year.

04 Annually—An appraisal of an individual's performance conducted once each year.

05 Post-probationary—An appraisal of an individual's performance conducted after a trial period of employment.

06 As needed—An appraisal of an individual's performance conducted when necessary.

99 Other

Entity Uses: Evaluation

6030 † **Evaluation Date**—The month, day, and year on which an individual was evaluated.

Entity Uses: Evaluation

6040 **Evaluation Recommendations**—The recommendations by the employer or the supervisor of the individual after an assessment of his or her performance.

01 Eligible for promotion—An individual has performed in a manner that warrants advancement to a higher position.

02 Merit pay—An individual has performed in a manner that merits receiving a salary increment or bonus provided for in a compensation plan.

03 Regular salary/step increase—An individual has performed in a manner that warrants an automatic salary increase provided for in a compensation plan.

04 Granted tenure—An individual has fulfilled specified requirements in a manner that warrants a guarantee of the position on a permanent basis.

05 Granted license—An individual has met the predetermined, jurisdiction-imposed qualifications necessary for being awarded a license to practice an occupation.

06 Retained in position—An individual has met the requirements of his or her job in an adequate manner.

07 Removed from probationary status—An individual has performed in a manner that warrants the elimination of a trial period of employment and permanent placement in the position.

08 Placed on probation—An individual has performed in a manner that warrants the initiation of a trial period of employment that may result in possible removal from employment.

09 Reassigned for career development needs—An individual has performed in a manner that warrants placement in a job environment that is in some way different from his or her current situation so as to allow for the development of new skills or experiences.

10 Lateral reassignment—An individual has performed in a manner that warrants reassignment of a lateral nature.

11 Demotion—An individual has performed in a manner that warrants placement in a lower position.

12 Dismissal—An individual has performed in a manner that warrants removal from employment.

13 Extended probation—An individual has performed in a manner that warrants the extension of an original trial period of employment and placement in the position.

14 Recommended for additional training—An individual has performed in a manner that indicates additional training is needed to meet or fulfill his or her job requirements.

15 Put on administrative leave—An individual has performed in a manner that warrants grant of administrative leave, usually pending an inquiry.

16 Lost credential—An individual has performed in a manner that warrants the removal of his or her credential.

99 Other

Entity Uses: Evaluation

6050 † **Evaluation System**—The instrument and/or set of procedures with which an individual's performance is assessed.

Entity Uses: Evaluation

6060 † **Evaluation Score/Rating**—The actual quantitative or qualitative assessment of an individual's performance.

Entity Uses: Evaluation

6070 † **Evaluation Scale**—The quantitative or qualitative range of possible scores/rating for an individual's performance (e.g., 0 - 10; Poor, Fair, Average, Good, Excellent).

Entity Uses: Evaluation

6080 † **Evaluation Outcome**—The result of an assessment of an individual's performance.

Entity Uses: Evaluation

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Evaluator

3270 **Position Title**— The descriptive name of an individual's position.

Entity Uses: Evaluator

0120 **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Evaluator

0140 **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Evaluator

0150 **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number (not applicable for this entity)

02 Health record number (not applicable for this entity)

03 Medicaid number (not applicable for this entity)

04 Professional certificate or license number

05 School-assigned number

06 District-assigned number

07 State-assigned number

08 Selective service number (not applicable for this entity)

09 Migrant number (not applicable for this entity)

10 Social Security Administration number (not applicable for this entity)

11 US government Visa number (not applicable for this entity)

12 Personal identification number (used for access into system) (not applicable for this entity)

13 Family unit number (not applicable for this entity)

- 14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*
- 15 LEA number for school (not applicable for this entity)*
- 16 SEA number for school (not applicable for this entity)*
- 17 SEA number for LEA (not applicable for this entity)*
- 18 NCES number for school (not applicable for this entity)*
- 19 NCES number for a LEA (not applicable for this entity)*
- 20 Other agency (e.g., Roman Catholic diocese or association member) (not applicable for this entity)*
- 21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*
- 22 College Board Admission Testing Program (ATP) number (not applicable for this entity)*
- 23 American College Testing (ACT) Program number (not applicable for this entity)*
- 24 Federal identification (not applicable for this entity)*
- 25 Dunn and Bradstreet number (not applicable for this entity)*
- 99 Other*

Entity Uses: Evaluator

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual’s or organization’s permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Evaluator

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Evaluator

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home telephone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment telephone number*
- 11 Personal cellular number*
- 12 Personal telephone number*
- 13 Telex number*
- 14 Tele-mail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*
- 99 Other*

Entity Uses: Evaluator

0600 **Communication Number**—The telephone number or other communication type including the international code area code, and extension, if applicable.

Entity Uses: Evaluator

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

01 Home/personal

02 Work

99 Other

Entity Uses: Evaluator

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which he or she belongs.

Entity Uses: Evaluator

Career Development Alternatives—An appraisal of possible future career options and developmental needs of an individual, as they relate to his or her vocational interests, aspirations, and aptitudes.

5010 **Job Classification**— A description of the specific group of duties and responsibilities of a position.

(Note: A list of options and their codes can be found in appendix K.)

Entity Uses: Evaluation

5210 **Program Type**— The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community.

(Note: A list of options and their codes can be found in appendix L.)

Entity Uses: Evaluation

5220 **Function Type**—The purpose of the program activities to which an individual is assigned as related to students.

(Note: A list of options and their codes can be found in appendix M.)

Entity Uses: Evaluation

6090 **Readiness for Assignment of Greater Responsibility**—The degree to which an individual's capabilities would permit successful performance in an assignment of greater responsibility if and when such a position becomes available.

01 Immediately eligible—Ready for greater responsibility or assignment of broader scope at the present time.

02 In the future—Ready for greater responsibility or assignment of broader scope in the future with more training or experience.

03 Not ready—Not ready for greater responsibility or assignment of broader scope.

Entity Uses: Evaluation

6100 **Career Development Needs**—A description of the exposure and preparation needed by an individual to be ready for a specified future assignment or position.

01 No preparation or additional experience required—No need of further preparation prior to an individual assuming a specified future assignment.

02 Job specialization required—Exposure to a job of a specialized nature would provide experience valuable to an individual's career development.

03 Task assignment required—Exposure to a temporary task would provide experience valuable to an individual's career development.

04 Job rotation required—Assuming different positions and job responsibilities would provide overall experience valuable to an individual's career development.

05 Formal preparation/credentials required—Required formalized training or coursework would provide background or exposure valuable to an individual's career development.

99 Other

Entity Uses: Evaluation

6110 **Preparation Type**—A description of the kind of formal training or coursework (e.g., courses, seminars, institutes) recommended for an individual's development.

Entity Uses: Evaluation

6120 **Preparation Location**—The location where the recommended training takes place (e.g., within an organization, at an outside firm, or at an education institution).

Entity Uses: Evaluation

6130 **Preparation Duration**—The approximate length of time in days, weeks, months, or years that the recommended training requires.

Entity Uses: Evaluation

6140 **Preparation Funding**—The source of funds used to pay for recommended training (e.g., an individual, an employer, or some other organization).

Entity Uses: Evaluation

Complaint— Information relating to any complaints filed by another individual(s) against the employee regarding the latter's employment.

6150 **Source of Complaint**—The origin of any statement or official expression submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6160 **Date of Complaint**—The month, day, and year on which a statement or official expression is submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6170 **Nature of Complaint**—The nature of any statement or official expression submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6180 **Resolution of Complaint**—Any action taken by the employer to resolve the complaint filed by another individual against the employee about his or her employment.

Entity Uses:

Evaluation

G. SEPARATION FROM EMPLOYMENT

Section G, Separation from Employment, includes information about the termination of an employment relationship between an individual and his or her employer, detailing the conditions under which an individual and an organization terminate the employment relationship.

Entity Uses: Staff Member

2440 † **Employment Separation Date**—The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.

Entity Uses: Staff Member

7010 † **Employment Separation Type**—A designation of the type of separation occurring between an individual and the organization.

01 Voluntary—Separation resulting from a decision made solely by the involved employee (e.g., a resignation)

02 Involuntary—Separation resulting from a decision made solely by the employer (e.g., a layoff or discharge).

03 Mutual agreement—Separation resulting from a decision arrived at jointly by both the employee and the employer.

99 Other

Entity Uses: Staff Member

2460 † **Employment Separation Reason**—The primary reason for the termination of the employment relationship.

01 Other employment in education—Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

02 Other employment outside of education—Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.

03 Retirement—Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.

04 Family/personal relocation—Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.

05 Change of assignment—Separation resulting from the employer's decision and/or employer/employee agreement to relocate the individual to another assignment within the same organization, agency, parish, or system.

06 Formal study or research—Separation resulting from an individual leaving an employer to study or undertake research activities.

07 Illness/disability—Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.

08 Homemaking/caring for a family member—Separation resulting from an individual’s decision to become a homemaker, or deciding to spend time rearing his or her children, or to care for his or her parent/guardian.

09 Layoff due to budgetary reduction—Separation resulting from a decrease in the monies available to an organization for staffing.

10 Layoff due to organizational restructuring—Separation resulting from changes in the administrative, personnel or executive structure of an organization.

11 Layoff due to decreased workload—Separation resulting from a reduction in the amount of work to be done.

12 Discharge due to unsuitability—Separation resulting from the incompatibility of an individual’s work style or skills with the requirements of his or her position.

13 Discharge due to misconduct—Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.

14 Discharge due to continued absence or tardiness—Separation resulting from not being present or late for work on a frequent basis.

15 Discharge due to a falsified application form—Separation resulting from untrue or misleading information provided on the employment application.

16 Discharge due to credential revoked or suspended—Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.

17 Discharge due to unsatisfactory work performance—Separation resulting from job activities carried out below a standard of quality.

18 Death—Separation resulting from the death of an individual.

19 Personal reason—Separation resulting from an individual leaving an agency or system for unspecified personal reasons.

20 Lay off due to lack of funding—Separation resulting from the position being eliminated due to lack of funds.

21 Lost credential—Separation resulting from the individual losing the credential required for the position.

97 Reason unknown—Separation resulting from an individual leaving an agency or system for an unknown reason.

99 Other

Entity Uses: Staff Member

7020 **Severance Pay**—The amount of money, based on last salary, length of service and age, which an employee may be paid when separated involuntarily from an agency, such as during a reduction-in-force. In most cases, an employee is ineligible for severance pay if the separation results from misconduct or if he or she is eligible to retire on an immediate annuity.

Entity Uses: Staff Member

7030 **Reemployment Eligibility**—The degree of satisfaction with an individual's past performance as it relates to future consideration of his or her possible rehiring in the organization.

01 Eligible for reemployment—The organization should have no reservations about reemploying the individual in a position for which he or she is qualified.

02 Not eligible for reemployment—The organization should not rehire the individual.

03 Eligible on a conditional basis—The organization should rehire the individual provided specified conditions are met.

Entity Uses: Staff Member

7040 **Reason Not Eligible for Reemployment**—A description of the rationale for determining that an individual is not eligible for reemployment by the organization.

Entity Uses: Staff Member

CHAPTER 5

APPLICATIONS OF THE HANDBOOK

One use of this handbook can be the development of more standardized methods of maintaining administrative data about educators and other staff with education-related responsibilities. More and more schools, school districts, and state education agencies are working together to identify essential pieces of information that should be collected about these individuals. These data are used for simple record keeping and reporting as well as for performing analytical studies for informed decision making. Software developers may use this handbook to assist in the development of products that will meet the needs of the schools for a variety of purposes.

The selection of data elements for inclusion in a data collection activity must be done with care and sensitivity to the confidentiality of information. Data elements should be selected if they meet identified needs for administrative or analytical purposes.

Because so many local, state, and federal education agencies, both public and private, see the utility of computerizing the collection of data on personnel, there is much interest in developing standard formats to promote comparability. This chapter provides one possible design of a staff record system using the data terms and entities from Chapter 4.

Another possible application of this handbook and the information in this chapter is in the design of a data collection instrument and the format for how data will be entered into a computer format for analysis. Researchers who use these data elements and formats will benefit when they try to compare or combine data sets for further analyses. Federal and other types of data collectors may be able to ensure greater comparability of data obtained from administrative records systems if their data collection requirements are consistent with how data are maintained. For instance, if field lengths used by data providers and data collectors are consistent with the handbook, data collectors may be assured that essential data will not be truncated or cut off when transferred from administrative record systems.

Proposed Staff Data System Application

In the table that follows, data elements are grouped by categories and entities to look more like a data collection scheme. Again, data elements are the

specific bits of data that can be defined and measured. Entities are the persons, places, events, objects, or concepts about which data can be collected. For each data element, there is a serial (or sequential) number within the section. For example, the first occurrence of **Communication Number**, meaning "communication number of the staff member," has a serial number of "A57." When the data element **Communication Number** occurs again, relating to the Emergency Contact, the serial number is "A65." Each number is unique to the occurrence of the data element in conjunction with an entity.

In the second column, the data element has the entity number to which it refers. Again, the data element can occur with more than one entity. In the third column, the data element has the sequential "data element number", which is an indication of where the data element and definition occur in order in Chapter 4 of the *2001 Staff Data Handbook*. Each data element has only one data element number though it may be used in more than one instance and with different entities. This four-digit number provides a unique identification code for each data element in the scheme. In a computer database, this four-digit number could identify a "field" or discrete piece of information. The data element number used in the *1995 Staff Data Handbook* for each entity is referenced in the fifth column.

For each data element there also is a "data element type" listed in the sixth column and a "field length" listed in the seventh column. Using the formats of many federal data collections (See the List of Sources for the list of surveys used), data element types and field lengths were chosen. Field lengths were chosen by identifying the longest length used in any current federal reporting format for each data element (if any) or the recommended length used in the *Student Data Handbook for Elementary, Secondary or Early Childhood Education*. These data element attributes are not meant to be mandatory; they are provided as examples. The state and local education agencies who participated in the field tests of the handbook were asked to provide input into the appropriateness of these attributes. Hence, the types and field lengths listed reflect an attempt to arrive at "best practice" attributes.

The possible data element types are as follows:

- **Identifier (ID)** - This is a data element that is defined in a code set or list of options. An options list is provided for most of the data elements identified as ID
- **Alpha/Numeric (AN)** - This is a data element for which any value is appropriate, that is, letters and numbers can be used in any combination. Generally, this type is used when no standard code list exists or where descriptive information is desired.
- **Numeric (N)** - This is a data element that must be a numeric value. These data elements can be further broken down to indicate an implied decimal and the number of places to the right of the decimal.
- **Floating Decimal (R)** - This data element type is a special numeric type. The decimal must be included in the value that appears. If the decimal does not appear, the number is assumed to be whole and the decimal appears at the right of the value.
- **Date (DT)** - This data element type is specifically defined as a date. The format will be given in the definition specified in the data collection instrument. All dates in this handbook are assumed to have eight digits, with the first two digits being the month, the next two digits being the day, and the last four digits being the year.

Only a maximum suggested field length has been included here. In designing a data collection system, a minimum length is also generally specified. Again, these field lengths are illustrative, not mandated. For numeric data elements that could contain a decimal, the number of places to the right of the decimal are included in the field length. Thus data element “**3400 Base Salary or Wage**” has a field length of 8.2,

indicating that there could be a total of *ten* (10) digits with *eight* (8) digits to the left of the decimal and *two* (2) digits to the right of the decimal. If the amount included in this data element is rounded to the nearest dollar, then the final two digits would be zero.

Following the data element attributes in the eighth column is the page number on which the data element definition may be found in this handbook. At the end of each table, there are notes about particular data elements to assist the user.

Please note that in the table starting on page 138, data elements in conjunction with entities are listed only once. That is, there is only one set of fields for information about an entity, such as an employer. When designing a database, it is useful to allow for possible multiple entries or information loops. Multiple entries are those entries where a data element occurs more than once. For instance, there could be multiple entries possible for types of assignment given to a staff member. In addition, information is sometimes required for each of the multiple entities, requiring the use of loops. Loops can consist of one or more data elements, repeated as necessary, to fully describe multiple entries. For instance, if a staff member has more than one academic degree, a data system should maintain data about the name of the institution of higher education, major or area of specialization, and other relevant items about each one.

This handbook attempts to provide a comprehensive list of entities and data elements. There are, however, other possible entities and data elements and many other possible combinations of entities and data elements that might be useful in designing a staff record system. This application is offered simply as an example of how the handbook information could be used in the design of a staff record system.

Users of the new Handbook version should note that the serial number may have changed because new data elements have been added.

Serial Number—Sequential number unique to each use of the data element.

Entity Number—Numeric code representing a particular entity.

2001 Data Element Number—2001 Staff Handbook unique data element number.

Section Title

Category

1995 Data Element Number—1995 Staff Handbook unique data element number

A. PERSONAL INFORMATION

<i>Serial Number</i>	<i>Entity Number</i>	<i>2001 Data Element Number</i>	<i>Data Elements</i>	<i>1995 Data Element Number</i>	<i>Data Element Type</i>	<i>Field Length</i>	<i>Page on which Defined</i>
			<u>NAME</u>				
A58	01	0600	Communication Number	0480	AN	30	
A59	01	0610	Electronic Mail Address Type		AN	10	
A60	01	0620	Electronic Mail Address	0500	AN	30	

Data Element Name

Data Element Type

Field Length

Page on which Data Element is Defined

A. PERSONAL INFORMATION

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			NAME				
A1	22	0010	First Name	0010	AN	12	33
A2	22	0020	Middle Name	0020	AN	12	33
A3	22	0030	Last/Surname	0030	AN	20	33
A4	22	0040	Generation Code/Suffix	0040	AN	3	33
A5	22	0050	Personal Title/Prefix	0050	AN	8	33
A6	22	0060	Alias	0060	AN	35	33
A7	22	0070	Former Legal Name	0070	AN	35	33
A8	22	0080	Last/Surname at Birth	0080	AN	20	33
A9	22	0090	Nickname	0090	AN	20	33
A10	22	0100	Tribal or Clan Name	0100	AN	20	33
			BACKGROUND INFORMATION				
A11	22	0130	Social Security Number (SSN)		AN	9	34
A12	22	0140	Identification Number ¹	0130	AN	30	34
A13	22	0150	Identification System	0140	ID	2	34
A14	22	0160	Identification Expiration Date		DT	8	34
A15	22	0170	Hispanic or Latino Ethnicity		ID	2	35
A16	22	0180	Race ²	0150	ID	2	35
A17	22	0190	National/Ethnic Origin Subgroup	0160	AN	60	35
A18	22	0200	Sex	0170	ID	2	35
A19	22	0210	Birthdate	0180	DT	8	36
A20	22	0220	Birthdate Verification	0190	ID	2	36
A21	22	0230	City of Birth	0200	AN	30	36
A22	22	0240	County of Birth	0210	AN	16	36
A23	22	0250	State of Birth Code	0220	ID	2	37
A24	22	0260	State of Birth		AN	30	
A25	22	0270	Country of Birth Code	0230	ID	4	37
A26	22	0280	Name of Country of Birth		AN	30	37
A27	22	0290	Citizenship Status	0240	ID	2	37
A28	22	0300	Country of Citizenship Code ³	0250	ID	4	37
A29	22	0310	Name of Country of Citizenship		AN	30	37
A30	22	0320	First Entry Date (into the United States)		DT	8	38
A31	22	0330	Employment Eligibility Verification	0260	ID	2	38
A32	22	0340	Language Type ⁴	0270	ID	2	38
A33	22	0350	Language Code	0280	ID	4	39
A34	22	0360	Name of Language		AN	20	39
A35	22	0370	Religious Background	0290	ID	2	39

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
A36	22	0380	Marital Status	0300	ID	2	39
A37	22	0390	Disability Status		AN	60	40
A38	22	0400	Highest Level of Education Completed	0310	ID	2	40
			<u>MILITARY STATUS</u>				
A39	22	0410	Military Service Type	0320	ID	2	40
A40	22	0420	Military Duty Status	0350	ID	2	41
A41	22	0430	Military Entry Date	0340	DT	8	41
A42	22	0440	Military Discharge Date	0350	DT	8	41
A43	22	0450	Military Discharge Type	0360	ID	2	41
A44	22	0460	Military Reserve Obligation Ending Date	0370	DT	8	42
			<u>ADDRESS/CONTACT INFORMATION⁵</u>				
A45	22	0470	Address Type	0380	ID	2	42
A46	22	0480	Street Number/Name	0390	AN	35	42
A47	22	0490	Apartment/Room/Suite Number	0400	AN	10	42
A48	22	0500	City	0410	AN	30	42
A49	22	0510	County	0420	AN	16	42
A50	22	0520	State Code	0430	ID	2	42
A51	22	0530	Name of State		AN	30	42
A52	22	0540	Zip Code	0440	AN	10	42
A53	22	0550	Country Code	0450	ID	4	43
A54	22	0560	Name of Country		AN	30	43
A55	22	0580	Communication Status	0470	AN	60	43
A56	22	0590	Communication Number Type		ID	2	43
A57	22	0600	Communication Number	0480	AN	25	43
A58	22	0610	Electronic Mail Address Type		ID	2	43
A59	22	0620	Electronic Mail Address	0500	AN	80	44
A60	22	0630	Web Site Address (URL)		AN	80	44
			<u>EMERGENCY CONTACT⁶</u>				
A61	08	0110	Name of Individual ⁷	0110	AN	45	44
A62	08	0570	Complete Permanent Address ⁸	0460	AN	60	44
A63	08	0580	Communication Status	0470	AN	60	44
A64	08	0590	Communication Number Type		ID	2	44
A65	08	0600	Communication Number	0480	AN	25	45

Chapter 5 - Applications of the Handbook
A. Personal Information

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			<u>HEALTH INFORMATION</u>				
A66	22	0640	Medical Examination Type ⁹	0530	ID	2	45
A67	22	0650	Medical Examination Date	0540	DT	8	46
A68	22	0660	Medical Examination Results	0550	AN	80	46
A69	22	0670	Emergency Factor		ID	2	46
A70	22	0680	Other Health Data and Medical Conditions	0560	AN	80	46
A71	22	0690	Religious Consideration		AN	35	46
A72	22	0700	Special Adaptation Requirements	0570	AN	80	46
A73	22	0710	Insurance Coverage		ID	2	46
A74	22	0720	Health Care Plan		AN	35	47
A75	22	0730	Hospital Preference		AN	35	47
A76	22	0740	Medical Waiver		AN	35	47
A77	22	0750	Other Special Health Needs, Information, or Instructions		AN	60	47
			<u>IMMUNIZATIONS¹⁰</u>				
A78	22	0760	Immunization Type	0590	ID	6	47
A79	22	0770	Immunizations Mandated by State Law for Participation	0600	ID	2	47
A80	22	0780	Immunization Date	0610	DT	8	47
A81	22	0790	Immunization Status Code	0620	ID	2	47
			<u>INJURY¹¹</u>				48
A82	22	0800	Injury Type Code	0630	ID	6	48
A83	22	0810	Injury Description	0660	AN	120	48
A84	22	0820	Injury Occurrence Date	0640	DT	8	48
A85	22	0830	Injury Occurrence Location	0650	AN	60	48
A86	22	0840	Witness to Injury		AN	45	48
A87	22	0850	Physician Diagnosing Injury		AN	45	48
A88	22	0860	Worker's Compensation Claim Filed		ID	2	48
A89	22	0870	Worker's Compensation Claim Filing Date	0670	DT	8	49
A90	22	0880	Health Award Amount/Benefit		AN	60	49

¹ Loop A12-A14 may be used for multiple entries.

² Multiple entries may be necessary, for Data Element 0180 (Race), the federal Office of Management and Budget has adopted guidelines requiring that individuals be allowed to indicate their ethnicity and select any or all of 5 racial categories. Systems adopting these new requirements may use multiple entries for Data Elements 0180 (race) or may develop a set of codes that uniquely identifies each possible race and ethnicity combination. See appendix I for further detail.

³ Multiple entries may be necessary.

⁴ Loop A32-A34 may be used for multiple entries.

⁵ Loop A45-A60 may be used for multiple entries.

⁶ Loop A61-A65 may be used for multiple entries.

⁷ Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

⁸ Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

⁹ Loop A66-A68 may be used for multiple entries.

¹⁰ Loop A78-A81 may be used for multiple entries.

¹¹ Loop A82-A90 may be used for multiple entries.

B. EDUCATIONAL EXPERIENCES

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			EDUCATION INSTITUTION INFORMATION¹				
B1	07	0120	Name of Institution	0120	AN	60	50
B2	07	1010	Institution Type		ID	2	50
B3	07	0140	Identification Number ²	0130	AN	30	50
B4	07	0150	Identification System	0140	ID	2	50
B5	07	0470	Address Type	0380	DT	2	51
B6	07	0480	Street Number/Name	0390	AN	35	51
B7	07	0490	Apartment Room/Suite Number	0400	AN	10	51
B8	07	0500	City	0410	AN	30	52
B9	07	0510	County	0420	AN	16	52
B10	07	0520	State Code	0430	AN	2	52
B11	07	0540	Zip Code	0440	AN	10	52
B12	07	0550	Country Code	0450	AN	4	52
B13	07	0580	Communication Status	0470	AN	60	52
B14	07	0590	Communication Number Type		ID	2	52
B15	07	0600	Communication Number	0480	AN	25	53
B16	07	0610	Electronic Mail Address Type		ID	2	53
B17	07	0620	Electronic Mail Address	0500	AN	80	53
B18	07	0630	Web Site Address (URL)		AN	80	53
			STAFF DEVELOPMENT PROVIDER³				
B19	21	0120	Name of Institution	0120	AN	60	50
B20	21	0110	Name of Individual ⁴	0110	AN	45	50
B21	21	1010	Institution Type		ID	2	50
B22	21	0140	Identification Number ⁵	0130	AN	30	50
B23	21	0150	Identification System	0140	ID	2	51
B24	21	0470	Address Type	0380	ID	2	51
B25	21	0480	Street Number/Name	0390	AN	35	51
B26	21	0490	Apartment Room/Suite Number	0400	AN	10	51
B27	21	0500	City	0410	AN	30	52
B28	21	0510	County	0420	AN	16	52
B29	21	0520	State Code	0430	AN	2	52
B30	21	0540	Zip Code	0440	AN	10	52
B31	21	0550	Country Code	0450	AN	4	52
B32	21	0580	Communication Status	0470	AN	60	52
B33	21	0590	Communication Number Type		ID	2	52
B34	21	0600	Communication Number	0480	AN	25	53

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
B35	21	0610	Electronic Mail Address Type		ID	2	53
B36	21	0620	Electronic Mail Address	0500	AN	80	53
B37	21	0630	Web Site Address (URL)		AN	80	53
			<u>EDUCATIONAL PROGRAM⁶</u>				
B38	06	1020	Program Title	0780	AN	35	53
B39	06	1030	Program Description	0780	AN	60	53
B40	06	1040	Participation Status	0680	ID	2	53
B41	06	1050	Entry Date	0690	DT	8	54
B42	06	1060	Withdrawal Date	0700	DT	8	54
B43	06	1070	Completion Date	0790	DT	8	54
B44	06	1080	Program Support/Funding Source	0980	ID	2	54
B45	06	1110	Educational Program/Staff Development Activity Purpose	0870	ID	2	55
B46	06	1130	Educational Program/Staff Development Activity Relevance	0850	ID	2	57
			<u>STAFF DEVELOPMENT ACTIVITY⁷</u>				
B47	20	1020	Program Title	0780	AN	35	53
B48	20	1030	Program Description	0780	AN	60	53
B49	20	1040	Participation Status	0680	ID	2	53
B50	20	1050	Entry Date	0690	DT	8	54
B51	20	1060	Withdrawal Date	0700	DT	8	54
B52	20	1070	Completion Date	0790	DT	8	54
B53	20	1080	Program Support/Funding Source	0980	ID	2	54
B54	20	1110	Educational Program/Staff Development Activity Purpose	0870	ID	2	55
B55	20	1130	Educational Program/Staff Development Activity Relevance	0850	ID	2	57
			<u>PROGRAM SUPPORT</u>				
B56	22	1090	Educational Program/Staff Development Activity Compensation	1000	ID	2	55
B57	22	1100	Educational Program/Staff Development Activity Arrangement	0990	ID	2	55
B58	22	1120	Educational Program/Staff Development Activity Anticipated Outcome	0860	ID	2	56

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			<u>SUBJECT MATTER AREA OF STUDY⁸</u>				
B59	22	1140	Level of Specialization	0710	ID	2	57
B60	22	1150	Postsecondary Subject Matter Area	0720	ID	2	57
			<u>COURSE WORK TAKEN⁹</u>				
B61	03	1160	Session Type		ID	2	58
B62	03	1170	Session Beginning Date		DT	8	59
B63	03	1180	Session Ending Date		DT	8	59
B64	03	1190	Course Title ¹⁰	0730	AN	60	59
B65	03	1200	Course Description	0730	AN	80	59
B66	03	1210	Course Code System		ID	2	59
B67	03	1220	Course Code		AN	30	60
B68	03	1230	Principal Medium of Instruction		ID	2	60
B69	03	1240	Grade Earned in Course		AN	35	60
B70	03	1250	Credit Type Earned		ID	2	60
B71	03	1260	Credits Earned in Course	0750	AN	4	62
B72	22	1270	Grade Point Average (GPA): Cumulative		R	5	62
			<u>OTHER NON-COURSE EDUCATIONAL PROGRAM¹¹</u>				
B73	06	1280	Educational Program/Staff Development Activity Participant's Role	0880	ID	2	62
B74	06	1290	Educational Program/Staff Development Activity Format	0890	ID	2	62
B75	06	1300	Educational Program/Staff Development Activity Involvement	0900	AN	45	64
B76	06	1310	Educational Program/Staff Development Activity Intensity	0930	N	4	64
B77	06	1320	Educational Program/Staff Development Activity Frequency	0940	N	4	64
B78	06	1330	Educational Program/Staff Development Activity Contact Hours	0950	N	5	64
B79	06	1340	Educational Program/Staff Development Activity Duration	0960	N	5.2	64
B80	06	1350	Educational Program/Staff Development Activity Location	0970	AN	60	64
B81	06	1240	Grade Earned in Course	0740	AN	15	64
B82	06	1250	Credit Type Earned	0745	ID	2	64

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
B83	06	1260	Credits Earned in Course/Staff Development Activity	0750	N	4	66
B84	06	1410	Educational Program/Staff Development Activity Outcomes	1020	AN	60	67
			<u>STAFF DEVELOPMENT ACTIVITY</u> ¹²				
B85	20	1280	Educational Program/Staff Development Activity Participant's Role	0880	ID	2	62
B86	20	1290	Educational Program/Staff Development Activity Format	0890	ID	2	62
B87	20	1300	Educational Program/Staff Development Activity Involvement	0900	AN	45	64
B88	20	1310	Educational Program/Staff Development Activity Intensity	0930	N	4	64
B89	20	1320	Educational Program/Staff Development Activity Frequency	0940	N	4	64
B90	20	1330	Educational Program/Staff Development Activity Contact Hours	0950	N	5	64
B91	20	1340	Educational Program/Staff Development Activity Duration	0960	N	5.2	64
B92	20	1350	Educational Program/Staff Development Activity Location	0970	AN	60	64
B93	20	1240	Grade Earned in Course	0740	AN	15	64
B94	20	1250	Credit Type Earned	0745	ID	2	64
B95	20	1260	Credits Earned in Course/Staff Development Activity	0750	N	4	66
B96	20	1410	Educational Program/Staff Development Activity Outcomes	1020	AN	60	67
			<u>RECOGNITION EARNED</u> ¹³				
B97	22	1360	Degree/Certificate Title	0800	AN	60	66
B98	22	1370	Degree/Certificate Type		ID	2	66
B99	22	1380	Degree/Certificate Distinctions	0810	AN	45	66
B100	22	1390	Degree/Certificate Conferring Date	0820	DT	8	66
B101	22	1400	Honor or Award ¹⁴	0830	AN	45	66

¹ Loop B1-B18 may be used for multiple entries.

² Loop B3-B4 may be used for multiple entries.

³ Loop B19-B37 may be used for multiple entries.

⁴ Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

⁵ Loop B22-B23 may be used for multiple entries.

⁶ Loop B38-B46 may be used for multiple entries.

⁷ Loop B47-B55 may be used for multiple entries.

⁸ Loop B59-B60 may be used for multiple entries.

⁹ Loop B61-B72 may be used for multiple entries.

¹⁰ Loop B64-B71 may be used for multiple entries.

¹¹ Loop B73-B84 may be used for multiple entries.

¹² Loop B85-B96 may be used for multiple entries.

¹³ Loop B97-B101 may be used for multiple entries.

¹⁴ Multiple entries may be necessary.

C. QUALIFICATION INFORMATION

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			CREDENTIAL INFORMATION¹				
C1	04	2010	Credential Type	1050	ID	2	68
C2	04	2020	Non-Educator Credential Type	1060	ID	4	68
C3	04	2030	Non-Teaching Educator Credential Type		AN	60	68
C4	04	2040	Teaching Credential Type	1070	ID	2	69
C5	04	2050	Teaching Credential Basis	1080	ID	2	69
C6	04	2060	Credential Description	1090	AN	60	69
C7	04	0140	Identification Number ²	0130	AN	30	70
C8	04	0150	Identification System	0140	ID	2	70
C9	04	2070	Date Credential Requirement Met		DT	8	70
C10	04	2080	Credential Issuance Date	1100	DT	8	70
C11	04	2090	Credential Expiration Date	1110	DT	8	70
C12	04	2100	Initial Credential Issuance Requirements	1120	ID	2	70
C13	04	2110	Background Check Type		ID	2	71
C14	04	2120	Background Check Description		AN	60	71
C15	04	2130	Background Check Completion Date		DT	8	71
C16	04	2140	Induction Program Mentor		AN	45	71
C17	04	2150	Credential Renewal Requirement	1120	ID	2	71
C18	04	2160	Number of Units Required for Credential Renewal		N	3	72
C19	04	2170	Credential Renewal Units Attempted		N	3	72
C20	04	2180	Credential Renewal Units Earned		N	3	72
C21	04	2190	Staff Advisor for Credential Renewal		AN	45	72
C22	04	2200	Credential Renewal Date		DT	8	72
C23	04	2210	Program Sponsor ³	1210	ID	2	72
C24	05	0120	Name of Institution	0120	AN	60	73
C25	05	0570	Complete Permanent Address ⁴	0460	AN	60	73
C26	05	0580	Communication Status	0470	AN	60	73
C27	05	0590	Communication Number Type		ID	2	73
C28	05	0600	Communication Number	0480	AN	80	73
C29	05	0620	Electronic Mail Address	0500	AN	80	73
C30	05	0630	Web Site Address (URL)		AN	60	74

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			ASSESSMENT INFORMATION⁵				
C31	04	2220	Assessment Purpose ⁶	1220	ID	2	74
C32	04	2230	Assessment Title/Description	1230	AN	60	74
C33	04	2240	Assessment Code		AN	30	74
C34	04	2250	Assessment Standard Indicator	1240	ID	2	74
C35	04	2260	Assessment Type	1250	ID	2	74
C36	04	2270	Assessment Content	1260	ID	2	15
C37	04	2280	Assessment Content Level	1270	AN	30	15
C38	04	2290	Assessment Date	1280	DT	8	15
C39	04	2300	Assessment Score/Results	1290	AN	80	15
			CREDENTIAL CHARACTERISTICS				15
C40	04	2310	Credential Authorized Function ⁷	1140	AN	45	15
C41	04	2320	Authorized Instructional Level	1150	ID	2	15
C42	04	2330	Teaching Field or Area Authorized	1170	ID	2	76
C43	04	2340	Fee Amount	1340	N	10.2	77
C44	04	2350	Fee Payment Status	1350	N	10.2	77
C45	04	2360	Fee Payment Date	1360	DT	8	77
			CREDENTIAL REVOCATION INFORMATION				78
C46	04	2370	Credential Revocation Date		DT	8	78
C47	04	2380	Credential Revocation Reason		AN	60	78
			PUBLICATIONS⁸				78
C48	22	2390	Publication Type	1370	ID	2	78
C49	22	2400	Publication Description	1380	AN	60	78
			PRIOR EXPERIENCE⁹				78
C50	12	0120	Name of Institution	0120	AN	60	78
C51	12	0570	Complete Permanent Address ¹⁰	0460	AN	60	78
C52	15	0110	Name of Individual	0110	AN	45	78
C53	12	0580	Communication Status	0470	AN	60	78
C54	12	0590	Communication Number Type		ID	2	79
C55	12	0600	Communication Number	0480	AN	25	79
C56	12	0620	Electronic Mail Address	0500	AN	80	79
C57	12	2410	Business Type	1390	ID	2	79
C58	22	2420	Employment Status	1400	ID	2	80

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
C59	22	2430	Employment Start Date	1410	DT	8	80
C60	22	2440	Employment End Date	1420	DT	8	80
C61	22	2450	Condition of Employment		AN	60	80
C62	22	2460	Employment Separation Reason	1430	ID	2	80
C63	22	2470	Nature of Prior Employment	1440	AN	80	82
C64	01	2480	Teaching Assignment ¹¹	1450	ID	2	82
C65	01	2490	Instructional Level ¹²	1460	AN	45	83
			<u>IMMEDIATE SUPERVISOR</u>				
C66	15	0110	Name of Individual	0110	AN	45	78
C66	15	0580	Communication Status	0470	AN	60	78
C67	15	0590	Communication Number Type		ID	2	79
C68	15	0600	Communication Number	0480	AN	25	79
C69	15	0620	Electronic Mail Address	0500	AN	80	79
			<u>MENTOR</u>				
C70	16	0110	Name of Individual	0110	AN	45	78
C71	16	0570	Complete Permanent Address ¹³	0460	AN	60	73
C72	16	0580	Communication Status	0470	ID	60	78
C73	16	0590	Communication Number Type		AN	2	79
C74	16	0600	Communication Number	0480	AN	25	79
			<u>YEARS OF EMPLOYMENT EXPERIENCE</u>				
C75	22	2500	Years of Prior Teaching Experience	1470	N	4.1	84
C76	22	2510	Years of Prior Education Experience	1480	N	4.1	85
C77	22	2520	Years of Prior Related Experience	1490	N	4.1	85
C78	22	2530	Total Number of Years of Prior Experience	1500	N	4.1	85
			<u>INTERNSHIP/ APPRENTICESHIP¹⁴</u>				
C79	22	2540	Internship/Apprenticeship Description	1510	AN	80	85
C80	22	2550	Internship/Apprenticeship Beginning Date	1520	DT	8	85

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
C81	22	2560	Internship/Apprenticeship Ending Date	1530	DT	8	85
C82	22	2570	Internship/Apprenticeship Results		AN	60	85
			<u>RELATED TRAVEL ACTIVITIES</u> ¹⁵				
C83	22	2580	Travel Location ¹⁶	1540	AN	45	85
C84	22	2590	Travel Purpose	1550	AN	80	85
C85	22	2600	Travel Beginning Date	1560	DT	8	85
C86	22	2610	Travel Ending Date	1570	DT	8	85
			<u>OTHER INTERESTS</u>				86
C87	22	2620	Avocational Interests and Skills	1580	AN	80	86
C88	22	2630	Other Areas of Informal Qualification	1590	AN	80	86
C89	22	2640	Special Contact Group Empathies	1600	AN	60	86
			<u>Public Service</u> ¹⁷				
C90	18	0120	Name of Institution	0120	AN	60	73
C91	18	2650	Years of Participation	1610	N	4.2	86
C92	18	2660	Office Held	1620	AN	30	86
C93	18	2670	Office Term Beginning Date	1630	DT	8	86
C94	18	2680	Office Term Ending Date	1640	DT	8	86
C95	22	1400	Honor or Award ¹⁸	0830	AN	45	86
			<u>ORGANIZATIONAL MEMBERSHIP</u> ¹⁹				
C96	17	0120	Name of Institution	0121	AN	60	73
C97	17	2650	Years of Participation	1610	N	4.2	86
C98	17	2660	Office Held	1620	AN	30	86
C99	17	2670	Office Term Beginning Date	1630	DT	8	86
C100	17	2680	Office Term Ending Date	1640	DT	8	86
C101	22	1400	Honor or Award ²⁰	0830	AN	45	86

¹ Loop C1-C47 may be used for multiple entries.

² Loop C7-C8 may be used for multiple entries.

³ Multiple entries may be necessary.

⁴ Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

⁵ Loop C31-C39 may be used for multiple entries.

⁶ Loop C40-C42 may be used for multiple entries.

⁷ Multiple entries may be necessary.

⁸ Loop C48-C49 may be used for multiple entries.

⁹ Loop C50-C69 may be used for multiple entries.

¹⁰ Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

¹¹ Multiple entries may be necessary

¹² Multiple entries may be necessary

¹³ Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

¹⁴ Loop C79-C82 may be used for multiple entries.

¹⁵ Loop C83-C86 may be used for multiple entries.

¹⁶ Multiple entries may be necessary.

¹⁷ Loop C90-C95 may be used for multiple entries.

¹⁸ Multiple entries may be necessary.

¹⁹ Loop C96-C101 may be used for multiple entries.

²⁰ Multiple entries may be necessary.

D. CURRENT EMPLOYMENT

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			ENTRY INTO EMPLOYMENT				
D1	22	3010	Means of Introduction for Employment	1650	ID	2	87
D2	19	0110	Name of Individual ¹	0110	AN	45	88
D3	19	0120	Name of Institution	0120	AN	60	88
D4	19	0570	Complete Permanent Address ²	0460	AN	60	88
D5	19	0580	Communication Status	0470	AN	60	88
D6	19	0590	Communication Number Type		ID	2	88
D7	19	0600	Communication Number	0480	AN	25	88
D8	19	0610	Electronic Mail Address Type		ID	2	89
D9	19	0620	Electronic Mail Address	0500	AN	80	89
D10	19	0630	Web Site Address (URL)		AN	80	89
D11	22	3020	Application Date		DT	8	89
D12	22	3030	Application Status		ID	2	89
D13	22	2110	Background Check Type ³		ID	2	89
D14	22	2120	Background Check Description		AN	60	89
D15	22	2130	Background Check Completion Date		DT	8	89
D16	22	3040	Position Assessment Type ⁴		AN	60	89
D17	22	3050	Position Assessment Date		DT	8	90
D18	22	3060	Position Assessment Results		AN	60	90
D19	22	3070	Software Application Type ⁵		AN	60	90
D20	22	3080	Software Application Title		AN	30	90
D21	22	3090	Software Application Experience Level		AN	30	90
D22	22	3100	Prior Year Status		ID	2	90
			EMPLOYMENT CONDITIONS⁶				
D23	22	3110	Hire Date	1410	DT	8	90
D24	22	2420	Employment Status	1400	ID	2	90
D25	22	3120	Contractual Term	1660	ID	2	91
D26	22	3130	Contract Beginning Date	1670	DT	8	91
D27	22	3140	Contract Ending Date	1680	DT	8	92
D28	22	3150	Seniority Date		DT	8	92
D29	22	3160	Tenure Date		DT	8	92
D30	22	3170	Contract Days of Service Per Year		N	5.2	92
D31	22	3180	Employment Time Annually	1690	AN	16	92

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
D32	22	3190	Full-time Equivalency (FTE) ⁷	1700	N	5.2	92
D33	22	3200	Full-time Status	1710	ID	2	92
D34	22	3210	Hours of Service per Day	1720	N	5.2	92
D35	22	3220	Days of Service per Week	1730	N	4.1	92
D36	22	3230	Hours of Service per Week	1740	N	6.2	92
D37	22	3240	Scheduled Work Time Daily	1750	AN	24	92
D38	22	3250	Scheduled Work Days Weekly	1760	AN	80	93
D39	22	3260	Scheduled Work Months Annually	1770	AN	80	93
D40	22	3270	Position Title ⁸	1780	AN	45	93
D41	22	3280	Position or Classification Number	1790	AN	30	93
D42	22	3290	Unique Position Number		AN	30	93
D43	22	3300	Fair Labor Standards Act Coverage	1800	ID	2	93
D44	22	3310	Substitute Status	1810	ID	2	93
D45	22	3320	Vehicle Driver's License ⁹ Type		ID	2	93
D46	22	3330	Vehicle Driver's License Expiration Date		DT	8	94
D47	22	3340	Authorized/Insured to Use Organization Vehicles		ID	2	94
D48	22	3350	Authorized/Insured to Use Own Vehicles		ID	2	94
D49	22	3360	Union Membership/Name		AN	45	94
			SALARY COMPENSATION¹⁰				
D50	22	3370	Pay Grade	1820	AN	60	94
D51	22	3380	Pay Step		AN	60	94
D52	22	3390	Pay Range	1830	AN	60	94
D53	22	3400	Base Salary or Wage	1840	N	10.2	94
D54	22	3410	Earning Rates of Pay	1850	AN	60	94
D55	22	3420	Unit of Basis for Measurement		ID	2	95
D56	22	3430	Other Compensation Type		ID	2	95
D57	22	3440	Supplemental Pay Type		ID	2	95
D58	22	3450	Salary for Overtime	1890	N	10.2	96
D59	22	3460	Overtime Identifier	1900	N	10.2	96
D60	22	3470	Compensation Description		AN	60	96
D61	22	3480	Compensation Eligibility		AN	60	96
D62	22	3490	Compensation Amount	1930	N	10.2	96
			BENEFIT COMPENSATION¹¹				
D63	09	3500	Fringe Benefit Type	2010	ID	2	96
D64	09	3510	Eligibility Status	2020	ID	2	97

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
D65	09	3520	Ineligibility Reason	2030	AN	60	98
D66	09	3530	Coverage Description	2040	AN	80	98
D67	09	3540	Coverage Type	2050	AN	60	98
D68	09	3550	Coverage Identifier	2060	AN	45	98
D69	09	3560	Coverage Amount	2070	N	10.2	98
D70	09	3570	Special Terms	2080	AN	80	98
D71	09	3580	Coverage Beginning Date	2090	DT	8	98
D72	09	3590	Coverage Ending Date	2100	DT	8	98
D73	09	3600	Vesting Percentage	2110	N	5.2	98
D74	09	3610	Anticipated Use Date	2120	DT	8	98
D75	09	3620	Actual Use Date	2130	DT	8	98
D76	10	0120	Name of Institution	0120	AN	60	99
D77	10	0570	Complete Permanent Address ¹²	0460	AN	60	99
D78	10	0580	Communication Status	0470	AN	60	99
D79	10	0590	Communication Number Type		ID	2	99
D80	10	0600	Communication Number	0480	AN	25	99
D81	10	0620	Electronic Mail Address	0500	AN	80	99
			EMPLOYEE BENEFIT CONTRIBUTOR¹³				
D82	11	0120	Name of Institution	0120	AN	60	99
D83	11	0570	Complete Permanent Address ¹⁴	0460	AN	60	99
D84	11	0580	Communication Status	0470	AN	60	99
D85	11	0590	Communication Number Type		ID	2	99
D86	11	0600	Communication Number	0480	AN	25	99
D87	11	0620	Electronic Mail Address	0500	AN	80	99
			EMPLOYEE BENEFIT CONTRIBUTION¹⁵				
D88	09	3630	Benefit Contributor Type	2140	ID	2	100
D89	09	3640	Benefit Contribution Type	2150	ID	2	100
D90	09	3650	Benefit Contribution Amount	2160	AN	60	100
D91	09	3660	Payment Required per Pay Period	2170	N	10.2	100
			BENEFICIARY¹⁶				
D92	02	0110	Name of Individual ¹⁷	0110	AN	45	100
D93	02	3670	Relationship to Staff Member	2180	AN	60	100
D94	02	0570	Complete Permanent Address ¹⁸	0460	AN	60	100
D95	02	0580	Communication Status	0470	AN	60	101
D96	02	0590	Communication Number Type		ID	2	101

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
D97	02	0600	Communication Number	0480	AN	25	101
D98	02	0610	Electronic Mail Address Type		ID	2	101
D99	02	0620	Electronic Mail Address	0500	AN	80	101
			<u>PAYROLL INFORMATION</u>				
D100	22	3680	Gross Income Amount		N	10.2	101
D101	22	3690	Adjusted Income Amount		N	10.2	102
D102	22	3700	Advance Pay		N	10.2	102
D103	22	3710	Payroll Calculation Cycle		AN	45	102
D104	22	3720	Payroll Deduction Type		ID	2	102
D105	22	3730	Payroll Tax Treatment Status		ID	2	102
D106	22	3740	Deduction Period		AN	45	103
D107	22	3750	Deduction Amount	2000	N	10.2	103
D108	22	3760	Annual Maximum Payroll Deduction Allowed		N	10.2	103
D109	22	3770	Electronic Deposit Bank Routing Number		AN	20	103
D110	22	3780	Electronic Deposit Bank Account Number		AN	20	103
D111	22	3790	Bank Account Type		ID	2	103
D112	22	3800	Deposit Amount		N	10.2	103
D113	22	3810	Deposit Date		DT	8	103
D114	22	3820	Earned Income Credit		N	10.2	103
			<u>TAX WITHHOLDING INFORMATION</u>				
D115	22	3830	Form Type		ID	2	103
D116	22	3840	Form Date		DT	8	104
D117	22	0520	State Code		ID	2	104
D118	22	3850	Marital Status		ID	2	104
D119	22	3860	Number of Dependents		N	2	104
D120	22	3870	Allowances Number		N	4	104
			<u>ATTENDANCE STATUS</u> ¹⁹				
D121	22	3880	Leave Type	2190	ID	2	104
D122	22	3890	Leave Substitution Status	2200	ID	2	105
D123	22	3900	Leave Payment Status	2210	ID	2	105
D124	22	3910	Maximum Leave Allowed	2220	N	5.2	105
D125	22	3920	Leave Accrued	2230	N	5.2	105
D126	22	3930	Hours of Leave Used	2240	N	5.2	105
D127	22	3940	Leave Beginning Date	2250	DT	8	105
D128	22	3950	Leave Ending Date		DT	8	106
D129	22	3960	Leave Balance	2260	N	5.2	106
			<u>GRIEVANCES</u> ²⁰				
D130	22	3970	Grievance Description	2270	AN	80	106
D131	22	3980	Grievance Date	2280	DT	8	106

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
D132	22	3990	Grievance Action	2290	AN	80	106
D133	22	4000	Grievance Resolution Date		DT	8	106
D134	22	4010	Grievance Action/Outcome		AN	80	106

¹ Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

² Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

³ Loop D13-D15 may be used for multiple entries.

⁴ Loop D16-D18 may be used for multiple entries.

⁵ Loop D19-D21 may be used for multiple entries.

⁶ Loop D23-D49 may be used for multiple entries.

⁷ Derived from constituent data elements: 3180 Employment Time Annually.

⁸ Loop D40-D42 may be used for multiple entries.

⁹ Loop D45-D46 may be used for multiple entries.

¹⁰ Loop D50-D62 may be used for multiple entries.

¹¹ Loop D63-D81 may be used for multiple entries.

¹² Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

¹³ Loop D82-D87 may be used for multiple entries.

¹⁴ Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

¹⁵ Loop D88-D91 may be used for multiple entries.

¹⁶ Loop D92-D99 may be used for multiple entries.

¹⁷ Free form. This item may be used in lieu of 0010, 0020, 0030, 0040.

¹⁸ Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

¹⁹ Loop D121-D129 may be used for multiple entries.

²⁰ Loop D130-D134 may be used for multiple entries.

E. ASSIGNMENTS

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			<u>ASSIGNMENT INFORMATION¹</u>				
E1	01	5010	Job Classification	2300	ID	4	107
E2	01	5020	Assignment Description	2310	AN	80	107
E3	01	2480	Teaching Assignment	1450	ID	2	107
E4	01	2490	Instructional Level	1460	ID	2	109
E5	01	5030	Scope of Activity	2320	ID	2	110
E6	01	5040	Itinerant Teacher		ID	2	110
E7	01	5050	Essential Personnel Identifier	2330	ID	2	110
E8	01	5060	Time Period Classification	2340	ID	2	110
E9	01	5070	Time Period	2350	AN	15	110
E10	01	1160	Session Type	2360	ID	2	110
E11	01	5080	Activity Beginning Date	2370	DT	8	111
E12	01	5090	Activity Ending Date	2380	DT	8	111
E13	01	5100	Total Days in Session		N	4.2	111
E14	01	5110	Number of Hours in School Day		N	4.2	111
			<u>OPERATIONAL UNIT TO WHICH ASSIGNED²</u>				
E15	01	0120	Name of Institution	0120	AN	60	111
E16	01	0140	Identification Number ³	0130	AN	30	111
E17	01	0150	Identification System	0140	ID	2	111
E18	01	0570	Complete Permanent Address ⁴	0460	AN	60	112
E19	01	0580	Communication Status	0470	AN	60	112
E20	01	0590	Communication Number Type		ID	2	112
E21	01	0600	Communication Number	0480	AN	25	113
E22	01	0610	Electronic Mail Address Type		ID	2	113
E23	01	0620	Electronic Mail Address	0500	AN	30	113
E24	01	0630	Web Site Address (URL)		AN	60	113
E25	01	5120	Location	2390	AN	45	113
E26	01	5130	Facility Type	2400	ID	2	113
E27	01	5140	School Type Code		ID	2	114
			<u>IMMEDIATE SUPERVISOR</u>				
E28	15	0110	Name of Individual	0110	AN	45	
E29	15	0570	Complete Permanent Address ⁵	0460	AN	60	112
E30	15	0580	Communication Status	0470	AN	60	112
E31	15	0590	Communication Number Type		ID	2	112
E32	15	0600	Communication Number	0480	AN	25	113
E33	15	0610	Electronic Mail Address Type		ID	2	113

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
E34	15	0620	Electronic Mail Address	0500	AN	80	113
			<u>SCHEDULE FOR CURRENT ASSIGNMENT</u> ⁶				
E35	01	3190	Full-time Equivalency (FTE) ⁷	1700	N	5.2	115
E36	01	3200	Full-time Status	1710	ID	2	115
E37	01	3240	Scheduled Work Time Daily	1750	AN	24	115
E38	01	3250	Scheduled Work Days Weekly	1760	AN	80	115
E39	01	3260	Scheduled Work Months Annually	1770	AN	80	115
			<u>STAFF ASSIGNMENT WORKLOAD</u> ⁸				
E40	01	5150	Elementary Subject/Course		ID	2	116
E41	01	1210	Course Code System ⁹		ID	2	117
E42	01	1220	Course Code		AN	30	117
E43	01	1190	Course Title		AN	60	117
E44	01	5160	Unique Course Code		AN	45	117
E45	01	5170	State University Course Requirement		ID	2	117
E46	01	1230	Principal Medium of Instruction		ID	2	117
E47	01	5180	Language of Instruction		AN	45	118
E48	01	5190	Number of Students in Class		N	3	118
			<u>PROGRAM INFORMATION</u>				
E49	01	5200	School Grade Level Classification	2450	ID	2	118
E50	01	5210	Program Type	2460	ID	4	119
E51	01	1080	Program Support/Funding Source ¹⁰	0980	ID	2	119
E52	01	5220	Function Type	2470	ID	4	119
			<u>ACTIVITY SPONSORSHIPS</u> ¹¹				
E53	01	5230	Activity Title		AN	35	119
E54	01	5240	Activity Code		ID	3	119
E55	01	5250	Activity Description		AN	60	121
E56	01	5260	Activity Involvement Beginning Date		DT	8	121
E57	01	5270	Activity Involvement Ending Date		DT	8	121
E58	01	5280	Amount of Activity Involvement		AN	45	122
			<u>OTHER ASSIGNMENT INFORMATION</u>				
E59	01	5290	Unit of Work	2420	AN	45	122
E60	01	5300	Time Expended	2430	AN	45	122

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
E61	01	5310	Percent of Total Time ¹²	2440	N	5.2	122
E62	01	5320	Number of Days in Attendance		N	4.1	122
E63	01	5330	Number of Days Absent		N	4.1	122
E64	01	5340	Number of Days Tardy		N	3	122

¹ Loop E1-E14 may be used for multiple entries.

² Loop E15-E27 may be used for multiple entries.

³ Loop E16-E17 may be used for multiple entries.

⁴ Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

⁵ Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

⁶ Loop E35-E39 may be used for multiple entries.

⁷ Derived from constituent data element: 3180, Employment Time Annually.

⁸ Loop E40-E48 may be used for multiple entries.

⁹ Loop E41-E42 may be used for multiple entries.

¹⁰ Multiple entries may be necessary.

¹¹ Loop E53-E58 may be used for multiple entries.

¹² Derived from constituent data elements: 3180 Employment Time Annually, 3190 Full-time Equivalency (FTE), 3240 Scheduled Work Time Daily, 3250 Scheduled Work Days Weekly, 3260 Scheduled Work Months Annually.

F. EVALUATION AND CAREER DEVELOPMENT

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			QUALITY OF PERFORMANCE¹				
F1	13	6010	Evaluation Purpose	2480	ID	2	123
F2	13	6020	Evaluation Periodicity	2490	ID	2	123
F3	13	6030	Evaluation Date	2500	DT	8	124
F4	13	6040	Evaluation Recommendation ²		ID	2	124
F5	13	6050	Evaluation System	2520	AN	45	125
F6	13	6060	Evaluation Score/Rating	2530	AN	45	125
F7	13	6070	Evaluation Scale	2540	AN	80	125
F8	13	6080	Evaluation Outcome	2510	AN	80	125
F9	14	0110	Name of Individual ³	0110	AN	45	125
F10	14	3270	Position Title	1780	AN	45	125
F11	14	0120	Name of Institution	0120	AN	60	125
F12	14	0140	Identification Number ⁴	0130	AN	30	125
F13	14	0150	Identification System	0140	ID	2	125
F14	14	0570	Complete Permanent Address ⁵	0460	AN	60	126
F15	14	0580	Communication Status	0470	AN	60	126
F16	14	0590	Communication Number Type		ID	2	126
F17	14	0600	Communication Number	0480	AN	25	126
F18	14	0610	Electronic Mail Address Type		ID	2	127
F19	14	0620	Electronic Mail Address	0500	AN	80	127
			CAREER DEVELOPMENT ALTERNATIVES⁶				
F21	13	5010	Job Classification	2300	ID	4	127
F22	13	5210	Program Type	2460	ID	4	127
F23	13	5220	Function Type	2470	ID	4	127
F24	13	6090	Readiness for Assignment of Greater Responsibility	2550	ID	2	127
F25	13	6100	Career Development Needs ⁷	2560	ID	2	127
F26	13	6110	Preparation Type	2570	AN	45	128
F27	13	6120	Preparation Location	2580	AN	45	128
F28	13	6130	Preparation Duration	2590	AN	30	128
F29	13	6140	Preparation Funding	2600	AN	30	128
			COMPLAINT⁸				
F30	13	6150	Source of Complaint		AN	22	128
F31	13	6160	Date of Complaint		DT	22	128
F32	13	6170	Nature of Complaint		AN	22	128
F33	13	6180	Resolution of Complaint		AN	22	129

¹ Loop F1-F29 may be used for multiple entries.

² Multiple entries may be necessary.

³ Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

⁴ Loop F12-F13 may be used for multiple entries.

⁵ Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

⁶ Loop F21-F29 may be used for multiple entries.

⁷ Loop F25-F29 may be used for multiple entries.

⁸ Loop F30-F33 may be used for multiple entries.

G. SEPARATION FROM EMPLOYMENT

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
G1	22	2420	Employment Separation Date	1420	DT	8	130
G2	22	7010	Employment Separation Type	2610	ID	2	130
G3	22	2460	Employment Separation Reason ¹	1430	ID	2	130
G4	22	7020	Severance Pay	2620	N	10.2	131
G5	22	7030	Reemployment Eligibility	2630	ID	2	132
G6	22	7040	Reason Not Eligible for Reemployment	2640	AN	45	132

¹ Multiple entries may be necessary.

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GLOSSARY OF SELECTED STAFF-RELATED TERMS

This section contains definitions of terms and concepts used in this handbook or otherwise related to staff information.

A

Accountability: The capability and the responsibility to account for the expenditure of money and the commitment of other resources in terms of the results achieved. This involves both the management of money, staff and other resources, and the evaluation of achievement in relation to specific goals.

Accounting: The procedure of maintaining systematic records of happenings, occurrences, and events relating to persons, objects, or money and summarizing, analyzing, and interpreting the results of such records. See ACCOUNTING SYSTEM.

Accounting System: The structure and procedures used to record, retrieve, and report information on the operations of an organizational unit, or any classifying of its funds, balanced account groups, and organizational components. See ACCOUNTING.

Accrediting Agencies: Agencies that establish operating standards for professional or institutions or programs, determine the extent to which the standards are met, and publicly announce their findings.

Acting: Temporary assignment of an employee to a position while the position is vacant, or while the incumbent is on authorized leave or special assignment. Acting assignments normally do not exceed beyond one year unless approved by the chief executive officer.

Active Class: A group of positions or a single position that are/is sufficiently similar as to kind or subject matter of work, level of difficulty and responsibility, qualifications, and requirements to: 1) warrant the use of the same title; 2) be defined by the same specification; 3) be assigned the same position code; and 4) be assigned to the same salary schedule group, e.g., teacher scale, S-scale, etc.

Additional Duty: An extra duty assigned to an employee for which he or she receives additional pay.

Additional Position: An employee changes the percent of his present position to accept an additional position - total percent does not change.

Administrative Action: Any action which results in the general regulation, direction, or control of the affairs of an organizational unit.

Administrative Unit: A geographic area which is under the control of a board of education and/or is supervised by one or more administrative offices.

Adult High School: A separately organized school providing instruction for adults and youth beyond the age of compulsory school attendance.

Age: Age at last birthday on or prior to a specified date. Age may also be recorded and reported by years and months as of a specific date, or by birth date. Age may be verified by a document such as a birth certificate, parent's affidavit, hospital certificate, age certificate, entry in family Bible, baptismal certificate, passport, or previously verified school record.

Americans With Disabilities Act (ADA): Public Law 101-336 which prohibits discrimination against individuals with disabilities as regards to employment, public accommodations and certain public services.

Annual Increment (Step Increase): A merit increment (one step) established in the compensation plan which may be granted to an employee by the department head after the completion of the appropriate year(s) of service that meet or exceed(s) the standards established for satisfactory performance. See STEP.

Annual Salary Scale Adjustment: A salary scale adjustment (normally referred to as a cost-of-living adjustment or COLA) provided to eligible employees annually to attempt to offset inflationary increases in the economy.

Applicant: A person seeking employment with an organization. Applicants may be external (not currently employed by the institution) or internal (currently employed by the institution and seeking another position).

Appointing Authority: An individual or board having the responsibilities of employment, assignment, and placement of personnel in positions. See APPOINTMENT.

Appointment: An offer to, and acceptance by, a candidate of a specific position. Categories of appointments are Regular Appointment, Career Ladder Appointment, and Special Appointment.

Apprentice: An individual who is learning a recognized occupation in accordance with a written apprentice-training contract between the worker and his or her employer or employers which provides for a given period of planned work experience through employment on-the-job, supplemented by appropriate related instruction, and with other specified provisions of the arrangement.

Assignment: A specific group of activities for which a staff member has been given responsibility.

Assistive Technology Device: Any item, piece of equipment, product or system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Associate's Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies.

Associate in Applied Science Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed of general education, electives, and a major concentration in a chosen technical, semiprofessional, or professional area of study.

Associate in Arts Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed essentially of courses in the liberal arts.

Associate in Science Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed of courses in the liberal arts and sciences.

Attendance: A term referring to a staff member being present where he or she is assigned.

Audio Materials: Materials on which sounds (only) are stored (recorded) and can be reproduced (played back) mechanically, electronically, or both. These materials include audiocassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings.

Audiovisual Materials: Materials displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as cartographic and three-dimensional materials.

Avocational Programs: Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, nor lead to a formal award or an academic degree, nor result in occupationally specific skills.

B

Bachelor's Degree: An award that normally requires at least four, but not more than six years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a five year Cooperative (Work-Study Plan) Program. Also includes bachelor's degrees in which the normal four years of work are completed in three years.

Beneficiary: An individual identified to receive the income or inheritance from an insurance policy, trust or will.

Biweekly Paid Employee: Employees paid on a biweekly basis.

Boarding School: See RESIDENTIAL SCHOOL.

Board of Education: The elected or appointed body which has been vested with responsibilities for authorizing, financing, and evaluating the educational activities in a given school system, school, or geographic area. Such bodies sometimes are known by terms such as school boards, governing boards, boards of directors, school committees, and school trustees. This definition relates to the general term and encompasses the boards of both public and non-public institutions and school systems. See Public Board of Education.

Business Day: Calendar days exclusive of Saturdays, Sundays, and legal holidays.

C

Candidate: An applicant who is eligible for placement if appointed to a position.

Career Ladder: Progress through a non-competitive system allowing for movement from one grade-level to a higher one based on predetermined requirements which an employee must satisfy to achieve the higher/next higher level.

Case History: The information that has been recorded about an individual, family, group, or community. The term is most often used in social work agencies, and in sociological, medical, and psychiatric studies.

Case Load: The number of students for whom a professional staff member is responsible for providing special educational services.

Chapter 1 Program: See TITLE I PROGRAM.

Certificate: A written or printed statement by which a fact is formally or officially certified or attested.

Church-Related School: A school associated with a religious or church organization. Also referred to as private, religiously affiliated school. See PRIVATE RELIGIOUSLY AFFILIATED SCHOOL.

Civic Activities: School-related activities such as parent-teacher association meetings and non-school-related civic activities such as public forums, lectures, and civic defense planning usually connected with school services.

Class: A group of students assigned to one or more teachers or other staff members (or otherwise organized for instruction via a different medium) for a given period of time for instruction or other activity. This includes cross-age groupings. Classes that share space should be counted as separate classes if they function as separate units for more than 50 percent of the time.

Class Size: The membership of a class as of a given date.

Clock-hour: The designation given approximately 60 minutes of class work or instruction. This may include time for passing from one class to another. See CONTACT HOUR.

Cocurricular Activity: An activity that is related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to cocurricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment

similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.

COLA: See COST-OF LIVING ADJUSTMENT or SALARY SCALE ADJUSTMENT.

Community/Junior College: An institution of higher education which usually offers the first two years of college instruction and career education, grants an associate's degree, and does not grant a bachelor's degree. It is either a separately organized institution (public or non-public) or an institution which is part of a public school system or a system of junior colleges. Offerings include transfer, occupational, and/or general studies programs at the postsecondary instructional level and may also include adult education programs.

Community School: An elementary, secondary, and/or adult/continuing education organizational arrangement (or institution), operated by a local board of public education, in which instruction and other activities are intended to be relevant and applicable to the needs of all or most segments of the total population of the community served.

Community Service Education: A term frequently used synonymously with the term "Adult/Continuing Education." This term reflects the efforts of community colleges and other institutions or agencies to extend their resources (e.g., facilities, personnel, and expertise) into the community through programs of non-credit, educational, avocational, or recreational courses, seminars, conferences, workshops, and other events utilizing any applicable facility or locale.

Community Services: Services, other than public school and adult education functions, provided by a school or system for purposes relating to the community as a whole or some segment of the community. These include such services as community recreation programs, civic activities, public libraries, programs of custody and care of children, community welfare activities, and services for non-public school pupils provided by the public schools on a continuing basis.

Compensation: The standard rates of pay that have been established for the respective class of work, as set forth in the compensation plan.

Compensation Plan: The plan or scale that defines the salaries to be paid to a specific group of employees.

Competitive Promotion: A promotion based on a competitive examination or evaluation leading to an appointment to a position based on the highest ratings.

Comprehensive High School: A secondary school with a number of departments (e.g., academic, industrial, business, and vocational) offering a diversified program which meets the needs of students with varying interests and abilities.

Contact Hour: A unit of measure that represents an hour of scheduled instruction given to students. See CLOCK-HOUR.

Continuing Professional Education: Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry, or social work) to obtain additional training in their particular field of study.

Contract Days: The number of workdays authorized for a position during the fiscal year.

Contracted Services: Services rendered by personnel who are not on the payroll of a school or system, and are contracted to perform specific duties or to complete specific projects.

Cooperative Program (Work-Study Plan): Provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their studies.

Corrective Institution: An institution to which children and/or youth are committed for the correction of inappropriate patterns of social behavior. See INSTITUTION FOR DELIQUENT CHILDREN.

Cost-of-Living Adjustment (COLA): The commonly used term for a School Board approved salary scale adjustment.

Course: The organization of subject matter and related learning experiences provided for the instruction of students on a regular or systematic basis, usually for a predetermined period of time (e.g., a semester or two-week workshop).

Credential: The document issued to a staff member by the state (or agency or organization authorized by the state) authorizing the holder to perform services for the school or system. "Certificate," "license," or "permit" are examples of terms frequently used interchangeably with "credential."

Credentialing Organization: An institution, organization, federation, or other such group that is responsible for accrediting or endorsing an individual's preparation, skills, or performance.

Credit: A unit of value, awarded for the successful completion of certain courses, intended to indicate the quantity of course instruction in relation to the total requirements for a diploma, certificate, or degree. Credits are frequently expressed in terms such as "Carnegie Units," "credits," "semester credit hours," and "quarter credit hours."

Credit Course: A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. See CREDIT.

Credit Hour: A unit of measure representing an hour (or 50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. See CREDIT.

Crosswalk: In data processing, a procedure by which codes used for data in one data base are translated into the codes of another data base making it possible to relate information between or among data bases.

Curriculum: The planned interaction of students with instructional content, instructional resources, and instructional processes for the attainment of educational objectives.

Curtailed Session: A school session with less than the number of hours of instruction recommended by the state education agency.

D

Day Care: See EARLY CHILDHOOD CARE AND EDUCATION.

Day School: A school attended by students during a part of the day, as distinguished from a residential school where students are boarded and lodged as well as taught.

Day in Session: A day on which the school is open and students are under the guidance and direction of teachers in the teaching process. On some days the school plant itself may be closed and the student body as a whole engaged in school activities outside the school plant under the guidance and direction of teachers. Such days should be considered as days in session. Days on which the school is closed for reasons such as holidays, teachers' institutes, and inclement weather should not be considered as days in session.

Definition of Duties: The work requirements of a position in terms of activities, complexity, and extent of supervision and responsibility attaching thereto. (Also referred to as tasks, position description, standards and guidelines.)

Degree: A title conferred by a college or university as official recognition for the completion of a program of studies or for other attainment.

Demotion: Changing the grade level of an employee to a lower grade as a result of disciplinary action.

Department: An administrative organizational unit that is headed by an area or assistant director.

Department of Defense Dependents School: An elementary or secondary school operated in the United States or overseas for dependents of active duty military and civilian personnel of the U.S. Department of Defense.

De-staff: The movement of an employee from one position or work-site to another due to budget or staffing restraints.

Developmental Delay: States may use this term to report children ages three through nine. The category includes a child 1) who is experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, and adaptive development; and 2) who, by reason thereof, needs special education and related services.

Dialect: Variations within a spoken language that maintain mutual understanding and show some degree of correlation with the social and geographic structure of a society.

Diploma: A formal document certifying the successful completion of a prescribed program of studies.

Disabled Person: Any individual who: 1) has a physical or mental impairment that substantially limits one or more of the major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment. (as defined by Americans with Disabilities Act.)

Disadvantaged Person: Unless defined differently for specific educational programs (e.g., vocational education, consumer, and homemaking programs), individuals who have academic, socioeconomic, cultural, or other disabilities that prevent them from succeeding in educational programs designed for individuals without such disabilities; and who, for that reason, require specially designed educational programs and related services. The term includes individuals whose needs for such programs or services result from poverty, neglect, delinquency, or cultural, racial, or linguistic isolation from the community at large. The term does not include physically or mentally disabled individuals except where such persons also are subject to the other disabilities and conditions referred to in this paragraph.

Dismissal: Generic term used to describe termination of employment for cause.

Displaced Laterally: The placement of an employee in a position with no change in paygrade, job group, or salary lane with or without a reduction in the length of the work year or number of work hours.

Displaced Redline: The placement of an employee in a lower job group, paygrade, or salary line with or without a reduction in the length of the work year or number of work hours with rights to retain the salary held prior to the displacement.

Displacement: Removal of an employee from an active class assignment or position due to reduction-in-force.

Doctoral Degree: The highest award a student can earn for graduate study. The doctoral degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

Donated (Contributed) Services: Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the school or system but that would otherwise be provided by employees paid by the school or system.

Double Session Class: Two groups of children per day with one teacher. Each session is counted as a separate class; for example, if a program had 5 classes that operated mornings and 5 that operated afternoons with the same 5 teachers, that would count as 10 classes.

Duties: Tasks assigned to an employee by responsible management authority.

Dyslexia: A brain-based type of learning disability that specifically impairs a person's ability to read. These individuals typically read at levels significantly lower than expected despite having normal intelligence.

E

Early Childhood Care and Education: Child care and education from birth to enrollment in kindergarten (or first grade if kindergarten is not available), as provided by a child's parent/guardian. Programs include care and education provided by a parent/guardian; by a relative other than a parent/guardian; by a non-relative in the child's home, in family day care; or in centers (settings other than homes) such as schools, churches, or places of parent/guardian employment.

Education Agency: An administrative agency (e.g., state or local education agency) responsible for providing or administering early childhood, elementary- and/or secondary-level instruction or educational support services.

Education Institution: A public or private institution, organization, or agency that provides instructional or support services to students or staff at any level.

Educational Media: Any device, content material, method, or experience used for teaching and learning purposes. These include printed and non-printed sensory materials. See AUDIO MATERIALS, AUDIOVISUAL MATERIALS, AND GRAPHIC MATERIALS.

Educationally Disadvantaged Children: As defined for Federal compensatory education programs, those children who have need for specific assistance so that their level of educational attainment may be raised to that which is appropriate for children of their age. The term includes children who are disabled and/or whose needs for such special educational assistance result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large.

EEO: See EQUAL EMPLOYMENT OPPORTUNITY.

Eligible: A person who has successfully met required qualifications necessary to hold a particular position, class of positions, receive a service, or participate in a program.

Eligible List: A listing of individuals qualified to fill a position.

Emergency Administrative Leave, Full-Day: When full-day emergency leave is announced, schools and offices will be closed. No pre-arranged leave (sick, annual, personal, etc.) will be charged. Under certain conditions and for some groups of employees, the time may have to be made up. If the full day emergency administrative leave is announced so late that some employees have already arrived at their job sites, they will be sent home and compensated in accordance with the Fair Labor Standards Act.

Emergency Administrative Leave, Less-Than-Full-Day (Delayed Opening and Early Closing): If emergency conditions exist at the beginning of the workday or develop after the workday has begun, employees may be granted less-than-full-day administrative leave. All prearranged leave (sick, annual, personal, etc.) will be charged in its entirety, regardless of the unexpectedly shortened day. No makeup time is required of any employee(s) for less-than-full-day administrative leave under emergency conditions.

Emergency Contact: An individual who is to be notified in the event of an emergency involving a staff member.

Employee Benefit: Any type of compensation: 1) provided in a form other than direct wages; and 2) paid for in part, in kind, or in whole by the employer, even if provided by a third party (e.g., the government, a labor union, an insurance company, or a health maintenance organization). Benefits may or may not be required by law. These include employer contributions to Social Security, Medicare, unemployment insurance, worker's compensation insurance, and retirement funds.

Employee Benefit Carrier: An organization or institution that administers benefit plans or services to a staff member.

Employee Benefit Contributor: An individual or organization that donates monetary, in-kind, or other types of contributions to an employee's benefit plan.

Employer: A business, firm, institution, or other organization for whom an individual works (including self-employment) in return for financial or other compensation.

Employment Permit: A type of legal certificate sometimes called a "work permit," authorizing youths to engage in certain types of work before they have reached the age of unrestricted employment.

Equal Employment Opportunity: Title VII of the 1964 Civil Rights Act provides that all employment decisions should be made without regard to race, national origin, age, sex, religion or handicapping condition(s).

Equipment: Any instrument, machine, apparatus, or set of articles which: 1) retains its original shape and appearance with use; and 2) is non-expendable (i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit.)

Essential Function: A term used in the Americans with Disabilities Act (ADA) which the Equal Employment Opportunity Commission (EEOC) defines as the fundamental job duties of the employment position the individual with a disability holds or desires. This term does not include the marginal functions of a position.

Evaluator: An individual responsible for performing a systematic evaluation of specified aspects, conditions, or progress of an individual including his or her professional, credential, physical, emotional, psychological, and economic status. Results may include recommendations for providing or not providing specific treatment or support to the individual.

Evaluation: The process of ascertaining or judging the quality, value, or amount of an activity or an outcome by systematic appraisal of previously specified data in light of the particular circumstance and established goals and objectives.

Expenditures: Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year.

Extended-day Session: A school day with separate times for different groups of pupils to start and end their sessions in the same school plant; e.g., high schools juniors and seniors begin their session at 7:30 a.m. and the freshmen and sophomores begin their session at 8:30 a.m., the session for the juniors and seniors ending one hour prior to the time when the session ends for the freshmen and sophomores.

Extended School Day: The part of the calendar day, following the daily session, when school-related activities and recreation are provided to students by the school.

Extended Sick Leave: Employment status in which the employee is placed in an extended sick leave code to allow a temporary replacement to be hired and charged to the position.

Extension Work: Instructional activities other than those connected with the instruction of students on the campus. Extension work includes correspondence study, classes for part-time students off the campus or at unusual hours on the campus, and similar instructional arrangements.

External Applicant: An applicant for a position who is not currently employed with an organization or has never been employed by the institution.

Extra-state Jurisdictions: Areas under the jurisdiction of the United States including American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, the Virgin Islands, and other areas.

F

Facility: A piece of land, a building site, a building, or part of a building owned by and/or used for activities of an organizational unit such as a school or system.

Fact Finding: A formal step in the grievance or appeal process usually carried out by a neutral party which involves the identification, analysis, and evaluation of issues in dispute and a recommended plan for settlement.

Fair Labor Standards Act (FLSA): Legislation originally enacted by Congress in 1938 which establishes requirements with respect to minimum wage, overtime compensation, and record keeping.

Field Length: In data processing, the units of space allowed on a disk, drum, tape, tabulating card, or other device used to record data for a particular item of information.

Financial Accounting: The recording and reporting of activities and events affecting the money resources of an administrative unit and its program. Specifically, it is concerned with 1) determining what accounting records are to be maintained, how they will be maintained, and the procedures, methods, and forms to be used; 2) recording, classifying, and summarizing activities or events; 3) analyzing and interpreting recorded data; and 4) preparing statements which reflect conditions as of a given date, the results of operations for a specific period, and the evaluation of status and results of operations in terms of established objectives.

First-Professional Degree: A degree that signifies completion of the academic requirements for beginning practice in a given profession, and is based on a program requiring at least two years of college work prior to entrance and a total of at least six academic years of college work to complete the degree program, including both prior-required college work and the professional program itself. First-professional degrees are awarded in fields such as dentistry (D.D.S. or D.M.D.), medicine (M.D.), optometry (O.D.), osteopathic medicine (D.O.), podiatry (Pod.D. or D.P.) or podiatric medicine (D.P.M.), veterinary medicine (D.V.M.), general law (LL.B. or J.D.), and general theological professions (B.D., M.Div., Rabbi, or other first-professional degree).

Fiscal Period: Any period at the end of which an agency determines its financial condition, the results of its operations, and closes its books. It is usually a year, although not necessarily a calendar year. The most common fiscal period for schools and systems is from July 1 through June 30.

Fiscal Services: Activities involved with managing and conducting the fiscal operation of an organization. This includes budgeting, receiving and disbursing, financial accounting, payroll, internal auditing, and purchasing.

Fixed Assets: Land, buildings, machinery, furniture, and other equipment that the school or system intends to hold or continue to use over a long period of time. "Fixed" denotes probability or intent to continue use or possession, and does not indicate immobility of an asset.

FLSA: See FAIR LABOR STANDARDS ACT.

Food Services: Activities involved with the food services program of the school or system. This includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities, and delivery of food.

Fringe Benefits Expenditures: Cash contributions in the form of supplementary or deferred compensation, other than salary. This term excludes the employee's contribution.

Full-day Session: A school session which contains at least the minimum number of hours recommended by the state education agency for a full day of attendance in a given elementary or secondary grade other than kindergarten or pre-kindergarten.

Full-time Employee: An employee who works an established number of contract/work days per year for a full day (100 percent of the time required for the position).

G

General Educational Development (GED) Test: A battery of tests taken by an individual who has attained a state-approved age and who did not graduate from high school which measures the extent to which their past experiences (in-school and out-of-school) have contributed to the knowledge, skills, and understandings ordinarily acquired through a high school education. Certificates of high school equivalency or diplomas are issued by most state departments of education for the successful completion of the Tests of General Educational Development. See HIGH SCHOOL EQUIVALENCY EXAMINATION..

Graduate: An individual who has received formal recognition for the successful completion of a prescribed program of studies.

Grandfathered: A benefit plan by which an individual maintains the right to receive benefits, income, or other treatment by an employer that was appropriate when he/she was hired, but which has subsequently been changed for more recently hired employees.

Graphic Materials: Materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, and study prints.

Grievance: A difference or dispute between an employee and the school board or its supervisory representatives with respect to the applications of the school board's policies, rules, and regulations as they affect the work activity of such employees. The grievance shall not refer to any matter on which the school board is without authority to act.

H

Half-day Session: A school session which contains the minimum number of hours recommended by many state education agencies for kindergarten or pre-kindergarten instruction, when the length of this session approximates half the number of hours recommended for a full-day session in other elementary grades. Kindergarten and pre-kindergarten students attending a half-day session are in membership for the full day. However, for purposes of obtaining statistical comparability only, ratios involving these students are computed as though they were in membership for a half-day. See FULL-DAY SESSION.

High School Diploma: A formal document certifying the successful completion of a prescribed secondary school program of studies. In some states or communities, high school diplomas are differentiated by type such as an academic diploma, a general diploma, or a vocational diploma.

High School Equivalency Examination: An examination, approved by a state department of education or other authorized agency, intended to provide an appraisal of the student's achievement or performance in the broad subject-matter areas usually required for high school graduation. The Tests of General Educational Development (GED) are the most widely recognized high school equivalency examination. See Tests of General Educational Development (GED).

High School Post Graduate: A student who, after graduating from high school (grade 12) or completing a high school equivalency credential, enters or continues attending a secondary school for additional school work or preparation. Also known as Grade 13.

Hold on Step: Placing a hold on an employee's step increase so that it will not be automatically increased.

Home Study: A method of instruction designed for students who live at a distance from the teaching institution. Instructional materials, in structured units of information, are provided to the student through various media. Students are assigned exercises for practice, and examinations to measure achievement, which are to be submitted to the teaching institution for evaluation, grade assignment, and the earning of credit.

Homebound Student: A student who is unable to attend classes and for whom instruction is provided at home by a teacher.

Homeroom: The room or other space where a school staff member meets with a group of students during their homeroom period. See HOMEROOM PERIOD.

Homeroom Period: A portion of a daily session, in a departmentalized or semi-departmentalized instructional organization, during which a teacher and a group of students meet primarily for purposes of checking attendance, making announcements, and attending to other administrative details. See HOMEROOM.

Hospital Instruction: Formal instruction provided in a hospital, sanatorium, or convalescent home.

Hourly Paid Employee: Those employees hired with no specific number of contracted work days. These employees are hired to work on an "as needed" basis and receive no employee benefits.

Hourly Rate of Pay: The rate of hourly payment stipulated in the salary scale from which the employee is paid.

Hours Change: Change in the number of hours an employee works each day/week with no change in employment status.

I

IDEA: Individuals with Disabilities Education Act. Public Law (P.L.) 105-17. (Formerly called Education of the Handicapped Act P.L. 91-230.)

Immediate Family: An individual's family unit including his or her son, daughter, mother, father, brother, sister, and other close relatives by blood, adoption, or marriage.

Immediate Supervisor: An individual who occupies the first level of responsible supervision over a position, and who ordinarily assigns tasks, gives instructions, and reviews finished work of the position.

Incomplete High School: A secondary school which offers less than four full years of work beyond grade eight in a school system that is organized in such a manner that grades kindergarten and first through eighth constitute the elementary grades. This is sometimes called a "truncated high school."

Increments, Annual: An annual salary (step) increase for qualified individuals who have met job and time in grade requirements.

Increments, Longevity: An increase in compensation established in the compensation plan as a reward for length of service.

Incumbent: An individual who currently occupies a position.

Independent American Overseas School: An elementary or secondary school located outside the United States and its outlying areas which: 1) follows basically a U.S.-type curriculum, 2) uses English as the primary language of instruction, and 3) has a large proportion of U.S. citizens in its student body and staff.

Individualized Education Program (IEP): A written statement for each child with a disability that is developed, reviewed, and revised in accordance with this section and that includes: 1) a statement of the child's present levels of educational performance 2) a statement of measurable annual goals, including benchmarks or short-term objectives 3) a statement of the special education and related services and supplementary aids and services to be provided to the child, or on behalf of the child, and a statement of the program modifications or supports for school personnel that will be provided for the child 4) an explanation of the extent, if any, to which the child will not participate with nondisabled children in the regular class and in the activities described in the clause 5) a statement of any individual modification in the administration of State of districtwide assessments of student achievement that are needed in order for the child to participate in such assessment 6) the projected date for the beginning of the services and modifications, and the anticipated frequency, location and duration of those services and modifications

7) a statement of how the child's progress toward the annual goals will be measured and how the child's parents will be regularly informed.

Individualized Family Service Plan (IFSP): A written plan for providing early intervention services to a child (and his or her family) eligible under the *Individuals With Disabilities Act* (IDEA-Part C). The plan must include 1) information about the child's status 2) family information 3) outcomes 4) early intervention services and other services 5) dates and duration of services.

Individualized Learning Program (ILP): An instructional plan tailored for an individual student that serves as a framework for achieving both instructional requirements and personal objectives.

Infants and Toddlers with Disabilities: Individuals from birth through age two who need early intervention services because they: 1) are experiencing developmental delays as measured by appropriate diagnostic instruments and procedures in one or more of the following areas: cognitive development, physical development including vision and hearing, communication development, social or emotional development, or adaptive development; 2) are diagnosed physical or mental condition that has a high probability of resulting in developmental delay. This term may also include, at a state's discretion, children from birth through age two who are at risk of having substantial developmental delays if early intervention services are not provided. (as defined by Individuals with Disabilities Education Act.)

Institution for Delinquent Children: As defined for Federal compensatory education programs, a public or private non-profit residential facility which is operated primarily for the care of children and/or youth who have been adjudicated to be delinquent for an indefinite period of time or for a period of time other than one of short duration. This term also includes adult correctional institutions in which children are placed.

Institution for Neglected Children: As defined for Federal compensatory education programs, a public or private non-profit residential facility (other than a foster home) which is operated primarily for the care of at least ten children and/or youth who have been committed to the institution, or voluntarily placed in the institution, and for whom the institution has assumed or been granted custodial responsibility pursuant to applicable state law, because of the abandonment or neglect by, or death of, parents or individuals acting in the place of parents.

Instruction: The activities dealing directly with students and/or with improving the quality of student learning. Instruction may be provided for pupils in a school classroom, in another location such as a home or hospital, and other learning situations such as those involving cocurricular activities; it may also be provided through some other approved medium such as television, radio, telephone, and correspondence.

Instruction by Correspondence: Approved instruction, usually received by the student outside the school plant, which provides for the systematic exchange between teacher and student of materials sent by mail.

Instructional Level: An indication of the general nature and difficulty of instruction provided throughout a course.

Insurance: A system of protecting loss in which a number of individuals agree to pay certain sums periodically for a guarantee that they will be compensated under stipulated conditions for any specified loss by fire, accident, death, illness, etc.

Intermediate Administrative Unit: An administrative unit smaller than the state which exists primarily to provide consultative, advisory, administrative, or statistical services to local education agencies, or to exercise certain regulatory functions over local education agencies. An intermediate unit may operate schools and contract for school services, but it does not exist primarily to render such services. Such units may or may not have taxing and bonding authority. Where there is a supervisory union board, the union is included as an intermediate unit.

Internal Applicant: A current employee who is seeking, through the application process, a change in position within an organization.

J-K

Job-Entry Level of Employment: A level of employment in which an individual may be placed on the basis of his education and training, without previous related work experience.

Junior College: A postsecondary institution which offers the first two years of college instruction, frequently confers an associate's degree, and does not confer a bachelor's degree. The term "junior college" is often used interchangeably with the term "community college." See COMMUNITY/JUNIOR COLLEGE.

L

Laboratory: A learning environment where students work in an individual manner or as part of a group study in a particular subject-matter area, often in the sciences, involving the practical application of theory through observation, experimentation, and research. In the case of foreign language instruction, learning occurs through demonstration, drill, and practice. This applies also to the study of art and music, though such activities may be conducted in a studio.

Laboratory, Model, or Practice School: An elementary or secondary school run by an institution of higher education. Its primary purpose is provide clinical experience in a controlled setting to prospective teachers attending the college or university.

Layoff: Separation of an employee from a position to which he or she was appointed as a result of abolition of a position, lack of work, or lack of funds; the employee may have recall rights for a certain period of time under certain conditions.

Least Restricted Element (Service Setting): The location where a special education program is provided. This location is one of the following: regular class placement, resource room placement, separate class placement, public separate school placement, private separate school placement, public residential placement, private residential placement, or home/hospital placement

Leave of Absence (LOA): A pre-approved absence for an extended length of time allowed by policy and regulation.

Library: An organized collection of printed, microform, and audiovisual materials which: 1) is administered as one or more units; 2) is located in one or more designated places; and 3) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and faculty. This includes units meeting the above definition which are part of a learning resource center.

Limited English Proficient (LEP) Student: An individual who has a language background other than English, and whose proficiency in English is such that the probability of his or her success in an English-only environment is below that of a successful peer with an English language background.

LOA: See LEAVE OF ABSENCE.

Local Education Agency (LEA): A public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform service functions for public elementary or secondary schools in 1) a city, county, township, school district, or other political subdivision of a state; 2) such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools; 3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and 4) any other public institution or agency that has administrative control and direction of a vocational education program.

Longevity Increments: An increase in compensation established in the compensation plan as a reward for length of service.

M

Major: A concentration of semester hours of college credit representing major specialization in a field of study. The number of college credits constituting a major is usually specified in state certification requirements.

Major Duty: Any duty or responsibility, or group of closely related duties or responsibilities, of a position which: 1) occupies a significant amount of the employee's time (15 percent or more); 2) is a distinguishing characteristic; and 3) is considered essential to the position and includes fundamental tasks of the position.

Marginal Function: Any duty or task of a job position not considered fundamental, i.e., not essential.

Master's Degree: An award that requires the successful completion of a program of study of at least the full-time equivalent of one, but not more than two academic years of work after a bachelor's degree.

Matai Name: In Samoa, the name of the head of the household or family which is different from the name of the father. This name is assumed when an individual takes over responsibility for a family upon the death or disability of the father (or other provider).

Maximum Class Size: The maximum number of students allowed in class before another staff member must be hired.

Measure: A unit of measurement to which reference may be made for purposes of description, comparison, and evaluation. Many measures are obtained by computation involving one or more items of information.

Membership: The period of time a student's name is on the current roll of a class or school, regardless of his or her being present or absent. The membership of a class or school is the number of students on the current roll as of a given date. This may be obtained by a simple count or by adding the total number present and the total number absent.

Mentor: An individual possessing expert knowledge, skill, or experience who is assigned to provide practical support and advice to an individual seeking to develop his or her own abilities in a field or profession.

Migrant Education Program: A program of instruction and service for those students who move periodically with their families from one school district to another in order that the student and/or a parent/guardian or other member of the immediate family may secure seasonal employment.

Migratory Worker: An individual whose primary employment is on a seasonal or other temporary basis, for agricultural or fishery work, and who establishes a temporary residence, with or without his or her family, for the purpose of such employment.

Minimum Permissible Class Size: The smallest number of students to be assigned to a class of a given type, below which the class may be canceled.

Minimum Wage: The minimum hourly wage to be paid to employees as designated by the U.S. Department of Labor.

Minor: A concentration of semester hours or quarter hours of college credit representing a specialization (but not major specialization) in a field of study. The number of college credits constituting a minor is usually specified in state certification requirements.

Minor Duty: Any duty or responsibility, or group of closely related duties or responsibilities of a position which occupies less than 15 percent of an employee's time, but is considered essential to the position unless otherwise indicated on a position description.

Monitoring System: A set of procedures and programs for a computerized information system that are designed to check recorded or transmitted signals in the process of imputing or retrieving information from data files.

Monthly Paid Employee: Any designated employee who is paid once a month.

N

Negative Time and Attendance: A method of collecting time and attendance information that requires reporting only the time that an employee is absent from work.

Non-credit Course: A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. See CREDIT.

Non-educational Institution: A hospital, sanatorium, convalescent home, mental health clinic, orphanage, corrective institution, or other institution whose primary function is other than that of a school.

Non-district School or Facility: A public or private school or facility that provides instruction or services which are not provided by the local education agency. This includes regional service agencies that provide administrative or special services to local education agency students.

Non-graded Class: See UNGRADED CLASS.

Non-renewal: Action by an employer in which a contract for the succeeding year is not offered to an employee currently in a probationary status.

No Year Level: In college, a designation for the status of a student who has previously earned a degree or who is not enrolled in a degree program.

O

Occupational Program: An instructional program or course of study consisting of a sequence of related courses designed to provide a student with sufficient knowledge and skills to perform in a specific occupation.

Occupationally-specific Program: An instructional program or course of study, below the bachelor's level, designed to prepare individuals with skills and training required for employment in a specific trade, occupation, or occupational area in a related occupational field.

Operational Unit: A separately budgeted subdivision of an organization established to carry out a major objective or group of objectives, such as a school, a transportation unit, or an athletic department.

Organizational Chart: A two-dimensional graphic display showing the interrelationships of positions and functions within an organization.

Organization Membership: An honorary, cultural, professional, or civic institution, organization, or group in which an individual holds membership or participates.

Outlying Areas: See EXTRA-STATE JURISDICTIONS.

Overfill: The appointment or assignment of an individual to a position at a grade level higher than that authorized for the position.

Overstaff: A condition, which exists when the number of full-time employees and/or full-time equivalent employees in an organizational unit exceeds the number of, authorized positions; an employee is assigned to an unauthorized position by exception.

Overtime Eligibility Change: An indication of an employee who was eligible for overtime compensation in a position, and is moved to one in which he/she is not eligible for overtime, or vice versa.

Overtime Pay: Compensation paid to an eligible employee for work performed in excess of the established number of hours an employee is expected to work over a given period of time (e.g., 35 or 40 hours per week). One of the most common ways to compute overtime pay rate is 1 and 1/2 times the regular rate of pay for eligible employees.

P

Part-time Employee: An employee who works an established number of contract/work days per year for less than a full day.

Pension System: A free retirement plan whereby persons leaving service in an organizational unit such as a school or system because of age, disability, or length of service receive payments from funds to which they have not contributed. Payments may be either in a lump sum or in the form of an annuity.

Performance Evaluation System: An evaluation procedure which provides for systematic communication (both oral and written) between the supervisor and employee outlining expectations and training to fulfill job responsibilities as they relate to established written standards for the employee's position, as prescribed by the regulation.

Permanent Position: A position authorized by the school board without intent of limitation unless so stipulated by the school board.

Personal Record: A record of an employee (computerized or paper) which contains personal information (i.e., address, birthday, etc.) provided by the employee for use by the employer for personnel or payroll determinations.

Position Description (PD): An official written statement of the major duties, responsibilities, and supervisory relationships of a position.

Positive Time and Attendance: A method of collecting time and attendance information which requires reporting either absence or attendance for each workday for each employee.

Post-Baccalaureate Certificate: An award that requires completion of an organized program of study requiring 18 semester credit hours beyond the bachelor's; designed for person's who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master.

Post-Master's Certificate: An award that requires completion of an organized program of study of 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

Postsecondary Award, Certificate, or Diploma (At least one, but less than two academic years): Requires completion of an organized program of study at the postsecondary level in at least one year, but less than two full-time equivalent academic years, or designed for completion in at least 30, but less than 60 credit hours, or in at least 900, but less than 1,800 contact hours.

Postsecondary Award, Certificate, or Diploma (At least two, but less than four academic years): Requires completion of an organized program of study at the postsecondary level in at least two, but less than four full-time equivalent academic years, or designed for completion in at least 60, but less than 120 credit hours, or in at least 1,800, but not more than 3,600 contact hours.

Postsecondary Award, Certificate, or Diploma (Less than one academic year): Requires completion of an organized program of study at the postsecondary level in less than one academic year (two semesters or three quarters) or in less than 900 contact hours by a student enrolled full time.

Postsecondary Education: The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

Private, Non-Religiously-Affiliated School: An institution that is operated by a non-governmental, non-religious group or organization.

Private, Religiously-Affiliated School: An institution that is affiliated with and operated by a non-governmental, religious group or organization.

Probationary Period: A period of time in which one's ability to meet requirements is tested in a particular position until it is certain that the employee is capable of performing job activities and assignments.

Professional Development Activity: A planned structural process through which an individual improves his or her job-related knowledge, skills, or attitude. The process enables an employee to grow within a profession or organization or to attain an initial or additional credential.

Professional Position: A position involving work that is based on established principles of a profession or science and that requires professional, scientific, or technical training or experience equivalent to that represented by graduation from a college or university.

Program: A combination of courses and/or related activities organized for the attainment of broad objectives as described by an institution.

Project Area: As defined for federal educational programs, a school attendance area, or combination of school attendance areas which, because of a high concentration of children or families of specified characteristics, is thereby designated as an area from which selected children may be served by a particular program.

Promotion: Movement of an employee from a position in one class or job group to another in which the pay grade and salary are higher for reasons other than length of contract work year, or work days assigned to the position.

Psychometric Data: Assessment data about a student analyzed by the application of mathematical and statistical methods.

Public Board of Education: The elected or appointed body which has been created according to state law and vested with responsibilities for educational activities in a given geographic area. Such bodies are sometimes known as school boards, governing boards, boards of directors, school committees, and school trustees. This definition includes state boards of education and the boards of intermediate and local basic administrative units and individual public institutions. See BOARD OF EDUCATION.

Public Institution: An institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

Public Record: A record which by law, regulation, or custom is generally available to the public at large, or to segments of the public having a legitimate reason for reviewing the record.

Q

Qualifications: The minimum educational, experience, and personal requirements which must be fulfilled by a person preliminary to appointment or promotion.

R

Recall: The process of reinstating an employee or a former employee who has been displaced or laid-off.

Recall Rights: The rights and procedures pertaining to rehiring a former employee delineated in regulations applicable to each occupational group of employees who have been laid off or displaced.

Reclassification: An allocation of a position from its current active class to a different active class.

Recruiter: An individual or organization responsible for identifying and/or selecting prospective employees to fill vacant positions in a company.

Redline: A procedure that allows an eligible full-time employee, who is moved to a position of shorter length contract year, and/or a position at a lower pay level for reasons other than voluntary demotion or transfer, question of competence, or as a disciplinary procedure, to be compensated at the level of pay applicable to the position held prior to the redline action.

Reduction-in-Force: An administrative action taken to reduce the number of staff or positions in an organization.

Re-employment: Hiring a person who has previously held, but does not currently hold, a position in an organization.

Register of Eligible Candidates: A list of candidates for a position who were interviewed and found to be eligible for a general vacancy position.

Regrade: Changing the grade level to increase compensation or adjust misalignment for an active class without a significant change in duties or responsibilities. This is normally done to competitively recruit specific types of employees.

Regular Rate of Pay: The rate of pay to be utilized for the calculation of overtime pay in accordance with FLSA requirements. The regular rate is derived by dividing the total amount of eligible pay for the work period (including the hourly rate and shift differential) by the number of hours expected to be worked during the work period.

Rehire: Reappointment of a former employee who had regular status and was separated in good standing, but did not retire, after a break in service of more than one calendar year to the position or class formerly held.

Reinstatement: Reappointment of a former employee who had regular status and was separated in good standing, but did not retire, after a break in service of less than one calendar year to the position or class formerly held.

Related Services: Transportation and such developmental, corrective, and other supportive services as are required to assist a child with disabilities to benefit from special education, including speech pathology and audiology, psychological services, physical and occupational therapy, recreation, early identification and assessment of disabilities in children, counseling services including rehabilitation counseling, orientation, and mobility services, and medical services for diagnostic or evaluation purposes. The term also includes school health services, social work services in schools, and parent counseling and training.

Reorganization/Restructuring: The planned elimination, addition, or redistribution of functions and duties and/or redesign of positions within an organization.

Report: A collection of information that is prepared by a person, unit, or organization for the use of some other person, unit, or organization.

Researcher: An individual who is responsible for evaluating programs or conducting research activities to describe the status of schools and staff; or others with analytical responsibilities regardless by whom the activities are sponsored.

Residential School: An institution in which students are boarded and lodged as well as taught.

Residential School for Special Education: A residential school providing a program of education for disabled students.

Resignation: Formal action taken by an employee by which the employee submits, in writing, to a predetermined authority, his/her notification of discontinuance of services to an organization.

Responsibility: A classification factor reflecting the extent of supervision received, supervision exercised, and authority of a particular position.

Restoration: A return to a position in a class in which status was formerly held and where there has been no break in service.

Retirement: Formal action taken by an employee by which the employee submits, in writing, to the proper authority, his/her notification of discontinuance of service to an organization after becoming vested in a retirement system.

RIF: See REDUCTION-IN-FORCE.

Roll: A list of names for checking attendance.

S

Sabbatical/Study: Leave authorized for a specified period of time for which an employee receives a partial salary payment.

Salary: The total amount regularly paid or stipulated to be paid to an individual, before deductions, for personal services rendered while on the payroll an organization.

Salary Change: A generic term used to describe any change in an employee's pay status.

Salary Scale Adjustment: Modification in the dollar amounts in a salary scale approved by the organization.

Scale: A compensation plan that defines salaries to be paid to a particular group of employees.

Scheduled Hours: The number of hours that an employee is scheduled to work each pay period for the position occupied.

School: An institution that provides preschool, elementary, and/or secondary instruction; has one or more grade groupings or is ungraded; has one or more teachers to give instruction and care; is located in one or more buildings; and has an assigned administrator(s).

School Board: See BOARD OF EDUCATION.

School Bus: A passenger motor vehicle which is designed or used to carry more than ten passengers in addition to the driver and is likely to be primarily used for transporting students to and from school.

School Day: That part of a calendar day when school is in session.

School District: A term used synonymously with the term "local basic administrative unit." See Local Education Agency (LEA).

School Fiscal Year: See SCHOOL YEAR.

School Holiday: A day on which school is not conducted either because of legal provisions or because of designation by the board of education as a holiday. Since such days are not considered as days in session, students and staff are considered as being neither present nor absent on school holidays.

School Plant: The site, buildings, and equipment constituting the physical facilities used by a single school or by two or more schools sharing the use of common facilities.

School Site: The land and all improvements to the site, other than structures, such as grading, drainage, drives, parking areas, walks, plantings, play-courts, and play-fields.

School System: The representation of the education system as a whole, including schools, school districts and other local administrative units (such as dioceses), intermediate agencies (such as regional service centers), state education agencies, and the United States Department of Education. Included in the system are both public and private schools and administrative agencies.

School Year: The 12-month period of time denoting the beginning and ending dates for school accounting purposes, usually from July 1 through June 30. This sometimes is referred to as the "school fiscal year."

SEDCAR (Standards for Education Data Collection and Reporting): A report, published by NCES in 1991, that sets forth principles that represent the best practice in the collection, processing, analysis, and reporting of education statistics.

Separation: A generic term for leaving employment.

Service-Learning: A learning activity: 1) under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community; 2) that is integrated into the students' academic curriculum or provides structured time for a student to think, talk, or write about what the student did and saw during the actual service activity; 3) which provides students with opportunities to use newly acquired skills and knowledge in real-life situations in their own communities; and 4) that enhances what is taught in school by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

Service Seniority: A ranked order of employees based on the length of time (discounting leave) that an individual has held a position or number of positions within an organization.

Shift Differential: An additional hourly pay rate based on the morning, evening or night shift worked.

Sick Leave Bank: A system which records employee-donated days of sick leave for use by employees to continue salary payments during extended periods of illness or other approved circumstances.

Sick Leave Bank (Hours Only): An employee who has qualified for sick leave bank payments for a specified number of hours.

Significant Other: An important individual who plays a major role in the life of a subject in addition to the subject's spouse or close relatives or in lieu of a spouse or close relative.

Special Education Program: Specially designed programs, at no cost to the parent/guardian, that meet the needs of a child with disabilities including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. The term also includes speech pathology, or any other related service, if the service consists of specially designed instruction at no cost to the parent/guardian and meets the unique needs of a child with disabilities, and is considered "special education" rather than a "related service" under state standards. The term also includes vocational education if it consists of specially designed instruction, at no cost to the parent/guardian, which meets the unique needs of the child.

Staff Accounting System: A system for collecting, computing, and reporting information about staff of an organization.

Staff Development: The temporary assignment of an employee to a position, course, or experience for purposes of professional growth.

Staff Member: An individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. For example, this includes: 1) an "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings; 2) a "contractor" or "consultant" who performs services for an

agreed-upon fee, or an employee of management service contracted to work on site; 3) a "volunteer" who performs services on a voluntary and uncompensated basis; 4) an in-kind service provider; or 5) a businessperson or independent contractor working at a school site.

Standard: Something established for use as a rule or basis of comparison in measuring or judging capacity, quantity, content, extent, value, quality, etc.

Standard Operating Procedure (SOP): A set of detailed instructions to be followed when performing a task.

State Education Agency: The organization established by law for the primary purpose of carrying out at least a part of the educational responsibilities of the state. It is characterized as having statewide jurisdiction and may be composed of a state board, chief executive officer, and staff. Some state education agencies may lack one, two, or three of these elements, but in any case there must be either a board or a chief executive officer. The term "commission" is sometimes used synonymously with "board."

Step: A series of incremental levels in a pay grade, job group, salary lane, or salary schedule.

Step Decreased - Experience Verified: An employee's pay step is decreased due to the receipt of previous experience verification that shows the actual years of experience lower than originally stated on their application.

Step For Study: An employee is granted an additional step on the salary scale for completing requirements while on study leave.

Step Increased - Experience Verified: An employee's pay step is increased due to the receipt of previous experience verification that show the actual years of experience higher than originally stated on their application.

Subordinate: A designation for those employees or positions supervised.

Supervision Exercised: A classification factor indicating: 1) the kind and extent of a position's supervisory and personnel management authority, the manner in which it is exercised, and the degree of its completeness and finality; and 2) the volume of supervisory and management responsibility as indicated by the total number of subordinates under control of the position.

Supervision Received: A classification factor indicating the nature and degree of administrative and/or technical supervision or lead direction exercised by higher authority over an employee in a position.

T

Taxonomy: The hierarchy of an organization.

Technical Institute: An institution, or a division of an institution, offering instruction primarily in one or more of the technologies.

Temporary Personnel: An employee paid on an hourly basis and who works on an "as needed" basis.

Termination: Generic term for an action taken by an organization to remove an employee from employment.

Tests of General Educational Development (GED): See GENERAL EDUCATIONAL DEVELOPMENT (GED) TEST.

Title 1 Program: Instructional and support services offered to children who are: 1) educationally disadvantaged; 2) neglected or delinquent; 3) migrant; or 4) participating in a school-wide chapter 1 project. Chapter 1 services must supplement, not supplant, those services normally provided with state and local education agency funds.

Trainee: An individual performing assigned tasks under the close guidance and instruction of an expert or experienced practitioner.

Transcript: An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.

Transfer: An employee transferring from one group of personnel to another group without a change in grade.

U

Underfill: The appointment or assignment of an individual to a position at a pay grade lower than authorized for the position.

Ungraded Class: A class that is not organized on the basis of grade grouping and has no standard grade designation. This includes regular classes that have no grade designations, special classes for exceptional students which have no grade designations, and many adult/continuing educational classes. Such a class is likely to contain students of different ages who, frequently, are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level. Ungraded classes sometimes are referred to as "non-graded."

Universal Birth Number: An identification number assigned to an individual by the Bureau of Vital Statistics of a state, using a combination of digits representing area code, birth registration number, and year of birth.

V

Vacancy: A position that has no incumbent. It can be the result of a newly established position or been rendered vacant by separation of the previous incumbent from the position.

Vaccine: A preparation introduced into the body to produce immunity and protection from a disease.

Vested Retirement Plan: One in which the full amount of the contribution by an organization and by the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service or retirement, and with no forfeiture in case of resignation or dismissal from the institution.

Veteran: An individual who served on active duty as a member of the active Armed Forces of the United States and was discharged or released therefrom under conditions other than dishonorable. (National Guard personnel and reservists called to active duty for civil disturbances, disasters, or training for a limited period are not considered veterans under these guidelines.)

Video Materials: Materials on which both pictures and sound are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor.

W-X-Y-Z

Wage Continuation: A benefit plan by which an eligible employee receives supplemental payments in order to guarantee that he/she does not lose income during a prolonged period of work absence caused by injury, sickness, or other circumstance.

Withholding: The processes of deducting from a salary or wage an amount, specified by law or regulation, representing the estimated federal or state income tax of the individual that the employer pays to the taxing authority.

Workday: Scheduled number of hours an employee is required to work per day.

Workload: Production output, in terms of physical items to be accomplished, within a given period of time, to meet requirements imposed or assumed.

Work Order: A written order authorizing and directing the performance of a certain task, issued to the person who is to direct the work. Among the types of information shown on the order are the nature and location of the job, specifications of the work to be performed, and a job number which is referred to when reporting the amount of labor, materials, and equipment used.

Work Period: The period during which an employee is scheduled to work.

Work-Study Plan: See COOPERATIVE PROGRAM.

Work week: The seven consecutive day period (e.g., beginning at 12 a.m. Saturday and ending the following Friday at 11:59 p.m.) during which an employee is scheduled to work.

Work Year: The number of days an employee is expected to work during one fiscal year. The length of the work year is related to the requirements of the specific position to which the employee is assigned.

INDEX

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Appendix A

MEMBERS OF THE HANDBOOK REVIEW GROUP

There were two main review groups formed for the revision of the Handbook—the Staff Data Handbook Working Group and the Federal Review Group. The Staff Data Handbook Working Group members consisted of local, state and federal education staff. The Federal Review Group members consisted of federal Department of Education program and research staff. In addition, there were multiple reviewers who volunteered to make suggestions for change.

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Appendix B

DERIVED INFORMATION RELATED TO GROUPS OF STAFF

Included in this appendix are examples of terms that are derived and computed by using data elements in staff records. These terms can be used to describe groups of staff members, not individuals. They are especially useful for policy analyses (e.g., to assess school performance or planning special programs).

Administrator/Student Ratio: A fraction attained by dividing the number of students in membership by the total full-time equivalency of administrators involved in any particular activity or group of activities as of a particular date.

Administrator/Teacher Ratio: A fraction attained by dividing the number of full-time equivalency teachers by the total full-time equivalency of administrators involved in any particular activity or group of activities as of a particular date.

Average Actual Salaries: For each staff type, the total salary is divided by the total FTE count of staff who receive that salary. The total actual salary amount is pay for regular duties only (base pay) and does not include any supplements. For example, career ladder supplements are not included.

Average Class Size: The total membership of classes of a given type, as of a given date, divided by the number of such classes.

Average Experience of Teachers: Weighted averages are obtained by multiplying each teacher's FTE count by years of experience. These amounts, when summed for all teachers and divided by the total teacher count, result in average experience.

Average Teacher Salary: Total base pay for teachers divided by the total teacher FTE. Total teacher base pay is the actual salary amount earned for regular duties, and can be affected by an individual's years of teaching experience, level of education attained, and number of graduate credits earned. Salary supplement amounts are not included.

Full-Time Equivalent (FTE) Staff: The equivalent number of full-time staff in a school or system as of a given date, determined by adding the FTE for all staff members.

Median Age of Staff: For a given group of staff members, the age that evenly divides the distribution of staff members when classified by age (i.e., the age so selected that 50 percent of the staff are that age or older and 50 percent are that age or younger).

Membership: A non-duplicated count of students on the current rolls of a school as of a given date. This is obtained by: 1) adding the total number of original entries and the total number of re-entries and subtracting the total number of withdrawals; or 2) adding the total number of students in attendance and the total number of students in absence.

Percentage of Absence: The average days of absence during a given reporting period divided by the average days of employment for this period, expressed as a percentage; or, the aggregate days of absence divided by the aggregate days of employment, expressed as a percentage.

Percentage of Attendance: The average days of attendance during a given reporting period divided by the average days of employment for this period, expressed as a percentage; or, the aggregate days of attendance divided by the aggregate days of employment, expressed as a percentage.

Percentage of Out-of Field Teaching: The average number of FTE teachers, expressed as a percentage, that are assigned to teach in a field in which they do not hold a particular qualification.

Staff Retention Rate: The rate, expressed as a percentage, at which the employees of a school or system remain employed from one period of time to the next, such as from year to year.

Staff Separation Rate: The rate, expressed as a percentage, at which employees leave the employment of a school or system during a period of time, usually a year.

Staff/Student Ratio: A fraction attained by dividing the number of students in membership by the total full-time equivalency of staff members involved in any particular activity or group of activities as of a particular date.

Student/Teacher Ratio: A fraction attained by dividing the number of students in membership by the total teacher FTE count.

Total Staff by Ethnicity and Sex: These are counts of total staff FTEs by combination of major ethnic groups and sex. Counts are expressed as percentages of the total staff FTE.

Turnover Rate for Teachers: This shows the total FTE count of teachers not employed in the district as of a specific date (e.g., Fall 1999-2000) who were employed by the district at another specified point in time (e.g., Spring 1998-1999), divided by the total teacher FTE count for the first period of time (e.g., Spring 1998-1999).

Appendix C

DATA ELEMENTS COMMON TO THE STUDENT AND STAFF DATA HANDBOOKS

The data elements listed below are data elements that appear in the *Staff Data Handbook: 2001 Edition* and the *Student Data Handbook: 2000 Edition* or they are proposed for inclusion in the 2001 annual updates of the *Student Data Handbook*. They are listed here to serve as a reference for crosswalks between the two systems. There are two types of proposed changes to the *Student Data Handbook*. Data elements with a single asterisk (*) are already in the *Student Data Handbook*, and slight modifications are proposed that will make them identical to the data elements in the *Staff Data Handbook*. Data elements with two asterisks (**) are not currently in the *Student Data Handbook*, but are being proposed for inclusion in the 2001 updates.

<u>Data Element Name</u>	<u>Staff Handbook Number</u>	<u>Student Handbook Number</u>
First Name	0010	0010
Middle Name	0020	0020
Last/Surname	0030	0030
Generation Code/Suffix	0040	0040
Personal Title/Prefix	0050	0050
Alias	0060	0060
Former Legal Name	0070	0070
Last/Surname at Birth	0080	0080
Nickname	0090	0090
Tribal or Clan Name	0100	0100
Name of Individual	0110	0110
Name of Institution	0120	0120
Identification Number	0140	0130
Identification System	0150	0140
Hispanic or Latino Ethnicity	0170	0149
Race	0180	0150
National/Ethnic Origin Subgroup	0190	0160
Sex	0200	0170
Birthdate	0210	0180
Birthdate Verification	0220	0190
City of Birth	0230	0200
County of Birth	0240	0210

<u>Data Element Name</u>	<u>Staff Handbook Number</u>	<u>Student Handbook Number</u>
State of Birth Code	0250	0220
Name of State of Birth	0260	0221
Country of Birth Code	0270	0230
Name of Country of Birth	0280	0231
Citizenship Status	0290	0250
Country of Citizenship Code	0300	0260
Name of Country of Citizenship	0310	0261
First Entry Date (Into the U.S.)	0320	0240
Language Type	0340	0280
Language Code	0350	0290
Name of Language	0360	0291
Religious Background	0370	0300
Marital Status	0380	0600
Highest Level of Education Completed	0400	0720
Address Type	0470	0369
Street Number/Name	0480	0370
Apartment/Room/Suite Number	0490	0380
City	0500	0390
County	0510	0400
State Code	0520	0410
Name of State	0530	0411
Zip Code	0540	0420
Country Code	0550	0430
Name of Country	0560	0431
Complete Permanent Address	0570	0440
Communication Status	0580	0460
Communication Number Type	0590	0461
Communication Number	0600	0470
Electronic Mail Address Type	0610	0489

<u>Data Element Name</u>	<u>Staff Handbook Number</u>	<u>Student Handbook Number</u>
Electronic Mail Address	0620	0490
Website Address (URL)	0630	0491
Medical Examination Type	0640	2540
Medical Examination Date	0650	2560
Emergency Factor	0670	2940
Religious Consideration	0690	3000
Insurance Coverage	0710	2960
Health Care Plan	0720	2970
Hospital Preference	0730	2980
Medical Waiver	0740	2990
Other Special Health Needs, Information, or Instructions	0750	3010
Immunization Type	0760	2760
Immunizations Mandated by State Law for Participation	0770	2770
Immunization Date	0780	2780
Immunization Status Code	0790	2790
Entry Date	1050	0800
Program Support/Funding Source	1080	3200
Session Type	1160	1170
Session Beginning Date	1170	1180
Session Ending Date	1180	1190
Course Title	1190	1240
Course Description	1200	1241
Course Code System	1210	1220
Course Code	1220	1221
Principal Medium of Instruction	1230	1270
Credit Type Earned	1250	1300
Number of Credits Received	1260	1330
Grade Point Average (GPA): Cumulative	1270	1560

<u>Data Element Name</u>	<u>Staff Handbook Number</u>	<u>Student Handbook Number</u>
Degree/Diploma/Certificate Type	1370	1621
Degree/Diploma/Certificate Conferring Date	1390	1622
Honor or Award	1400	1591
Assessment Title/Description	2230	1900
Employment Start Date	2430	1760
Employment End Date	2440	1770
Instructional Level	2490	1230
Position Title	3270	2030
Total Days in Session	5100	1200
Number of House in School Day	5110	1201
School Type Code	5140	0770
Elementary Subject/Course	5150	1222
Unique Course Code	5160	1223
State University Course Requirement	5170	1231
Language of Instruction	5180	1271
Number of Days in Attendance	5320	1011
Number of Days Absent	5330	1012
Activity Title	5230	1600
Activity Code	5240	1601
Activity Description	5250	1602
Activity Involvement Beginning Date	5260	1612
Activity Involvement Ending Date	5270	1613
Amount of Activity Involvement	5280	1614

Appendix D

REVISIONS TO THE STANDARDS FOR THE CLASSIFICATION OF FEDERAL DATA ON RACE AND ETHNICITY¹

Appendix D provides further descriptions of racial categories for Data Element 0180 “Race.” The information provided below describes the reasoning for the change in the Race and Ethnicity Data Elements between the 1995 and 2001 Editions of the Staff Data Handbook. The Office of Management and Budget (OMB) adopted, in 1997, new standards for classifying race and ethnicity and provided guidelines in 2000. Tabulation guidelines may allow some of the 63 possible combinations of race and ethnicity to be collapsed into broader categories. The Department of Education intends to allow education organizations three years to implement the guidelines for aggregating and reporting data, once these are established. Data for individuals, however, will be reported by the Department following the schedule set by OMB (January 2003). However, the USED has not endorsed a set of guidelines for tabulating these data in aggregated reports.

Pending final adoption of tabulation standards, many Departmental Programs have not yet adopted the new standards, but continue to use the older standards set in Directive 15. A description of both is provided here for easy reference.

Directive 15: Presented in the 1995 Edition of the Staff Data Handbook

The *Standards for the Classification of Federal Data on Race and Ethnicity* (Statistical Policy Directive No. 15) was issued by the Office of Management and Budget (OMB) in 1977. They were designed to provide standard classification for record keeping, collection, and presentation of data on race and ethnicity in Federal program administrative reporting and statistical activities. As such, these are standards to which all federal agencies and programs must adhere.

Directive 15 required a minimum of five acceptable racial and ethnic categories be included in all federal data collection instruments. The categories and their definitions are as follow:

- **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- **Black:** A person having origins in any of the black racial groups of Africa.
- **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

¹ The *Recommendations from the Interagency Committee for the Review of the Racial and Ethnic Standards* is available from the OMB at the federal register web site at http://www.whitehouse.gov/omb/fedreg/directive_15.html. The *Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity* are also available from the OMB web site at <http://www.whitehouse.gov/omb/fedreg/ombdir15.html>. The *Draft Provisional Guidance on the Implementation of the 1997 Standards for the Collection of Federal Data on Race and Ethnicity* is available from the OMB web site at <http://www.whitehouse.gov/omb/inforeg/race.pdf>.

1997 Standards for the Collection of Federal Data on Race and Ethnicity: Presented in the 2001 Edition of the Staff Data Handbook

In 1994, in response to the need to reflect the increasing diversity of the population of the United States, OMB began a comprehensive review of the current categories in collaboration with the Interagency Committee for the Review of the Racial and Ethnic Standards. In 1997, OMB accepted the recommendations of the Interagency Committee. The revised standards have five minimum categories for data on race and two categories for data on ethnicity (“Hispanic or Latino” and “Not Hispanic or Latino”). The new categories and their definitions are as follow:

Racial Categories

- **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 tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **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.”
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnic Categories (“Hispanic or Latino” and “Not Hispanic or Latino”)

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

Under the 1997 standards, individuals may select any and all racial and ethnic categories to characterize themselves. There are 63 possible combinations of race/ethnicity.

For further information, please contact Suzann Evinger, Statistical Policy Office, Office of Information and Regulatory Affairs, Office of Management and Budget, NEOB, Room 10201, 725 17th Street, N.W., Washington, D.C. 20503. Telephone: 202-395-3093.

Appendix E

LIST OF U.S. STATES, OUTLYING AREAS, MILITARY POSTAL DESIGNATIONS, AND CODES¹

Appendix E provides information in reference to Data Element 0250 “State of Birth Code” and Data Element 0520 “State Code.”

AL	Alabama	ME	Maine	PA	Pennsylvania
AK	Alaska	MH	Marshall Islands	PR	Puerto Rico
AS	American Samoa	MD	Maryland	RI	Rhode Island
AZ	Arizona	MA	Massachusetts	SC	South Carolina
AR	Arkansas	MI	Michigan	SD	South Dakota
CA	California	MN	Minnesota	TN	Tennessee
CO	Colorado	MS	Mississippi	TX	Texas
CT	Connecticut	MO	Missouri	UT	Utah
DE	Delaware	MT	Montana	VT	Vermont
DC	District of Columbia	NE	Nebraska	VI	Virgin Islands
FM	Federated States of Micronesia	NV	Nevada	VA	Virginia
FL	Florida	NH	New Hampshire	WA	Washington
GA	Georgia	NJ	New Jersey	WV	West Virginia
GU	Guam	NM	New Mexico	WI	Wisconsin
HI	Hawaii	NY	New York	WY	Wyoming
ID	Idaho	NC	North Carolina	AE	Armed Forces Africa
IL	Illinois	ND	North Dakota	AA	Armed Forces Americas
IN	Indiana	MP	Northern Mariana Islands	AE	Armed Forces Canada
IA	Iowa	OH	Ohio	AE	Armed Forces Europe
KS	Kansas	OK	Oklahoma	AE	Armed Forces Middle East
KY	Kentucky	OR	Oregon	AP	Armed Forces Pacific
LA	Louisiana	PW	Palau		

¹ These codes are derived from the *Official USPS Abbreviations*, U.S. Postal Service, 1999. Washington, D.C.
http://www.usps.gov/ncsc/lookups/usps_abbreviations.htm

Appendix F

LIST OF COUNTRIES AND CODES¹

Appendix F provides information in reference to Data Elements 0270 "Country of Birth Code," Data Element 0300 "Country of Citizenship Code," and Data Element 0550 "Country Code."

*Denotes former countries.

0010	Afghanistan	0350	Burundi
0020	Albania	0360	Byelorussian SSR*
0030	Algeria	0370	Cambodia
0040	American Samoa	0380	Cameroon
0050	Andorra	0390	Canada
0060	Angola	0400	Cape Verde
0070	Anguilla	0410	Cayman Islands
0080	Antarctica	0420	Central African Republic
0090	Antigua and Barbuda	0430	Chad
0100	Argentina	0440	Chile
0110	Armenia	0450	China
0120	Aruba	0460	Christmas Island
0130	Australia	0470	Cocos (Keeling) Islands
0140	Austria	0480	Colombia
0150	Azerbaijan	0490	Comoros
0160	Bahamas	0500	Congo
0170	Bahrain	0510	Congo, The Democratic Republic of the
0180	Bangladesh	0520	Cook Islands
0190	Barbados	0530	Costa Rica
0200	Belarus	0540	Cote D'Ivoire (Ivory Coast)
0210	Belgium	0550	Croatia
0220	Belize	0560	Cuba
0230	Benin	0570	Cyprus
0240	Bermuda	0580	Czech Republic
0250	Bhutan	0590	Czechoslovakia*
0260	Bolivia	0600	Democratic Yemen
0270	Bosnia and Herzegovina	0610	Denmark
0280	Botswana	0620	Djibouti
0290	Bouvet Island	0630	Dominica
0300	Brazil	0640	Dominican Republic
0310	British Indian Ocean Territory	0650	East Timor
0320	Brunei Darussalam	0660	Ecuador
0330	Bulgaria	0670	Egypt
0340	Burkina Faso	0680	El Salvador

¹The primary source for this list is information from ISO 3166-1 (*Codes for the representation of names of countries and their subdivisions – Part 1: Country codes*), which is maintained and updated by the Deutsches Institut für Normung e.V. (DIN). <http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1.html> For the ISO letter codes corresponding to these countries, please refer to the above web site or through the American National Standards Institute (ANSI), located at 11 West 42nd Street, New York, New York 10036. ANSI can be reached at Tel.: 212-642-4900, Fax: 212-398-0023, or through the ANSI web site <http://www.ansi.org>. This list is updated whenever the ISO 3166 Maintenance Agency effects a change to the official code list in ISO 3166-1. This list is complete and up-to-date as of October 1, 1999. ISO 3166-2 (Part 2: Country subdivision code, published in 1998) and ISO 3166-3 (Part 3: Code for formerly used names of countries, published in 1999) can also be purchased from Global Engineering Documents, located at 15 Inverness Way East, Englewood, CO 80112. <http://global.ihs.com>

0690	Equatorial Guinea	1250	Lesotho
0700	Eritrea	1260	Liberia
0710	Estonia	1270	Libyan Arab Jamahiriya
0720	Ethiopia	1280	Liechtenstein
0730	Falkland Islands (Malvinas)	1290	Lithuania
0740	Faroe Islands	1300	Luxembourg
0750	Fiji	1310	Macau
0760	Finland	1320	Macedonia,
0770	France		The Former Yugoslav Republic of
0780	France, Metropolitan*	1330	Madagascar
0790	French Guiana	1340	Malawi
0800	French Polynesia	1350	Malaysia
0810	French Southern Territories	1360	Maldives
0820	Gabon	1370	Mali
0830	Gambia	1380	Malta
0840	Georgia	1390	Marshall Islands
0850	German Democratic Republic*	1400	Martinique
0860	Germany	1410	Mauritania
0870	Ghana	1420	Mauritius
0880	Gibraltar	1430	Mayotte
0890	Greece	1440	Mexico
0900	Greenland	1450	Indonesia, Federated States of
0910	Grenada	1460	Moldova, Republic of
0920	Guadeloupe	1470	Monaco
0930	Guam	1480	Mongolia
0940	Guatemala	1490	Montserrat
0950	Guinea	1500	Morocco
0960	Guinea-Bissau	1510	Mozambique
0970	Guyana	1520	Myanmar (Burma)
0980	Haiti	1530	Namibia
0990	Heard Island and McDonald Islands	1540	Nauru
1000	Holy See (Vatican City State)	1550	Nepal
1010	Honduras	1560	Netherlands
1020	Hong Kong	1570	Netherlands Antilles
1030	Hungary	1580	New Caledonia
1040	Iceland	1590	New Zealand
1050	India	1600	Nicaragua
1060	Indonesia	1610	Niger
1070	Iran, Islamic Republic of	1620	Nigeria
1080	Iraq	1630	Niue
1090	Ireland	1640	Norfolk Island
1100	Israel	1650	Northern Mariana Islands
1110	Italy	1660	Norway
1120	Jamaica	1670	Oman
1130	Japan	1680	Pakistan
1140	Jordan	1690	Palau
1150	Kazakastan	1700	Palestinian Territory, Occupied
1160	Kenya	1710	Panama
1170	Kiribati	1720	Papua New Guinea
1180	Korea, Democratic People's Republic of	1730	Paraguay
1190	Korea, Republic of	1740	Peru
1200	Kuwait	1750	Philippines
1210	Kyrgyzstan	1760	Pitcairn
1220	Lao People's Democratic Republic	1770	Poland
1230	Latvia	1780	Portugal
1240	Lebanon	1790	Puerto Rico

1800	Qatar	2140	Tajikistan
1810	Reunion	2150	Tanzania, United Republic of
1820	Romania	2160	Thailand
1830	Russian Federation	2170	Togo
1840	Rwanda	2180	Tokelau
1850	Saint Helena	2190	Tonga
1860	Saint Kitts and Nevis	2200	Trinidad and Tobago
1870	Saint Lucia	2210	Tunisia
1880	Saint Pierre and Miquelon	2220	Turkey
1890	Saint Vincent and the Grenadines	2230	Turkmenistan
1900	Samoa	2240	Turks and Caicos Islands
1910	San Marino	2250	Tuvalu
1920	Sao Tome and Principe	2260	Uganda
1930	Saudi Arabia	2270	Ukraine
1940	Senegal	2280	Union of Soviet Socialist Republics
1950	Seychelles	2290	United Arab Emirates
1960	Sierra Leone	2300	United Kingdom (Great Britain)
1970	Singapore	2310	United States
1980	Slovakia	2320	United States Minor Outlying Islands
1990	Slovenia	2330	Uruguay
2000	Solomon Islands	2340	Uzbekistan
2010	Somalia	2350	Vanuatu
2020	South Africa	1000	Vatican City State, see Holy See
2030	South Georgia and the South Sandwich Islands	2360	Venezuela
2040	Spain	2370	Vietnam
2050	Sri Lanka	2380	Virgin Islands, British
2060	Sudan	2390	Virgin Islands, U.S.
2070	Suriname	2400	Wallis and Futuna
2080	Svalbard and Jan Mayen	2410	Western Sahara
2090	Swaziland	2420	Yemen
2100	Sweden	2430	Yugoslavia
2110	Switzerland	0510	Zaire, see Congo, The Democratic Republic of the
2120	Syrian Arab Republic	2440	Zambia
2130	Taiwan, Province of China	2450	Zimbabwe

Appendix G

LIST OF LANGUAGES AND CODES¹

Appendix G provides information in reference to Data Element 0350 “Language Code.”

0010	Abkhazian	0350	Creole
0020	Afar	0360	Czech
0030	Afrikaans	0370	Danish
0040	Akan	0380	Deccan
0050	Albanian	0390	Dutch
0060	Amahric	0400	English
0070	American Sign Language	0410	Esperanto
0080	Arabic	0420	Estonian
0090	Armenian	0430	Farsi
0100	Assamese	0440	Fiji
0110	Awadhi	0450	Finnish
0120	Azerbaijani	0460	French
0130	Bashkir	0470	Frisian
0140	Basque	0480	Fulfulde, Nigerian
0150	Belarusan	0490	Galican
0160	Bengali	0500	Georgian
0170	Bhojpuri	0510	German
0180	Bihari	0520	Greek
0190	Bislama	0530	Greenlandic
0200	Bulgarian	0540	Guamanian
0210	Burmese	0550	Guarani
0220	Breton	0560	Guatemalan
0230	Cambodian (Khmer)	0570	Gujarati
0240	Carolinian	0580	Haitian, Creole French
0250	Catalan	0590	Haryanvi
0260	Cebuano	0600	Hausa
0270	Chhattisgarhi	0610	Hebrew
0280	Chamorro	0620	Hiligaynon
0290	Chinese, Hakka	0630	Hindi
0300	Chinese, Mandarin	0640	Hmong
0310	Chinese, Min Nan (Fukienese or Fujianese)	0650	Hungarian
0320	Chinese, Yue (Cantonese)	0660	Icelandic
0330	Chittagonian	0670	Igbo
0340	Chuukese/trukese	0680	Ilocano
		0690	Indian

¹ The primary sources for the list are information from the *Code for the representation of names of languages (ISO 639)*, published by the [International Organization for Standardization \(ISO\)](http://www.iso.org), and the *Ethnologue: Languages of the World*, Thirteenth Edition, edited by Barbara Grimes and published in 1996 by the Summer Institute of Linguistics, 7500 W. Camp Wisdom Road, Dallas, TX 75236-5699. <http://www.sil.org/ethnologue> The ISO list is also available as data element 819 in Part 8 (Appendix B) of *the Guide to the Implementation of Electronic Transcripts and Student Records*. To obtain the ISO codes for the languages, the American National Standards Institute (ANSI), located at 11 West 42nd Street, New York, New York 10036, can be reached at Tel.: 212-642-4900, Fax: 212-398-0023, or through the ANSI web site <http://www.ansi.org>. The document can also be ordered from Global Engineering Documents, located at 15 Inverness Way East, Englewood, CO 80112. <http://global.ihs.com> To obtain the Ethnologue codes, please refer to the above SIL web site.

0700	Indonesian	1170	Quechua
0710	Island Carib	1180	Raeto-Romance
0720	Italian	1190	Romanian
0730	Japanese	1200	Russian
0740	Javanese	1210	Rwanda
0750	Kannada	1220	Samoan
0760	Kashmiri	1230	Sangho
0770	Kazakh	1240	Sanskrit
0780	Kinyarwanda	1250	Saraiki
0790	Kirundi	1260	Serbian
0800	Korean	1270	Serbo-Croatian
0810	Kosraen	1280	Sesotho
0820	Kurdish	1290	Setswana
0830	Kurmanji	1300	Shona
0840	Kyrgyz; Kirghiz	1310	Sindhi
0850	Latin	1320	Singhalese
0860	Lingala	1330	Sinhala
0870	Laothian	1340	Siswati
0880	Latvian	1350	Slovak
0890	Lithuanian	1360	Slovenian
0900	Lombard	1370	Somali
0910	Madura	1380	Spanish
0920	Magahi	1390	Sunda
0930	Maithili	1400	Swahili
0940	Malagasy	1410	Swedish
0950	Malay	1420	Tagalog
0960	Malayalam	1430	Tamil
0970	Maltese	1440	Tatar
0980	Marathi	1450	Telugu
0990	Marshallese	1460	Thai
1000	Marwari	1470	Tonga
1010	Myanmasa; Burmese	1480	Tsonga
1020	Napoletano-Calabrese	1490	Turkish
1030	Nauru	1500	Turkmen
1040	Nepali	1510	Twi
1050	Norwegian	1520	Ukrainian
1060	Occitan	1530	Urdu
1070	Oriya	1540	Uyghur
1080	Oromo, West-Central	1550	Uzbek
1090	Palau	1560	Vietnamese
1100	Panjabi, Eastern	1570	Volapuk
1110	Panjabi, Western	1580	Yapese
1120	Pashto, Northern	1590	Yoruba
1130	Pashto, Southern	1600	Xhosa
1140	Pohnpeians	1610	Zhuan, Northern
1150	Polish	1620	Zulu
1160	Portuguese		

The following are North American/Latin American Indian languages:

1630	Abnaki	1690	Apache
1640	Achimawi	1700	Arapaho
1650	Ahtena	1710	Araucanian
1660	Alabama	1720	Arikara
1670	Aleut	1730	Athapascan
1680	Algonquin	1740	Atsina

1750	Atsugewi	2310	Inupik
1760	Aucanian	2320	Iroquois
1770	Aymara	2330	Jicarilla
1780	Aztec	2340	Kalispel
1790	Blackfoot	2350	Kansa
1800	Caddo	2360	Karok
1810	Cahuilla	2370	Kawaiisu
1820	Cakchiquel, Central	2380	Keres, Eastern
1830	Cakchiquel, Eastern	2390	Keres, Western
1840	Cakchiquel, Mam	2400	Kickapoo
1850	Cakchiquel, Northern	2410	Kiowa
1860	Cakchiquel, Santa Maria de Jesus	2420	Kiowa-Apache
1870	Cakchiquel, Santo Domingo	2430	Klamath
1880	Cakchiquel, Southern	2440	Koasati
1890	Cakchiquel, Southwestern	2450	Koyukon
1900	Cakchiquel, Western	2460	Kuchin
1910	Cayuga	2470	Kutenai
1920	Chasta Costa	2480	Kwakiutl
1930	Chemeheuvi (dialogue of Ute)	2490	Lower Chehalis
1940	Cherokee	2500	Luiseno
1950	Chetemacha	2510	Maidu, Northeast
1960	Cheyenne	2520	Maidu, Northwest
1970	Chinook Jargon	2530	Maidu, Valley
1980	Chiricahua	2540	Makah
1990	Chiwere	2550	Mam
2000	Choctaw	2560	Mandan
2010	Chumash	2570	Maya
2020	Clallam	2580	Menomini
2030	Cocomaricopa	2590	Miami
2040	Coeur d'Alene	2600	Micmac
2050	Columbia	2610	Mikasuki
2060	Comanche	2620	Miwok, Southern Sierra
2070	Cowlitz	2630	Miwok, Central Sierra
2080	Cree	2640	Miwok, Coast
2090	Crow	2650	Miwok, Lake
2100	Cuna	2660	Miwok, Northern Sierra
2110	Cupeno	2670	Miwok, Plains
2120	Dakota	2680	Mixteco, San Juan Mixtepec
2130	Delaware	2690	Mohawk
2140	Delta River Yuman	2700	Mono
2150	Diegueno	2710	Mountain Maidu
2160	Eskimo	2720	Muskogee
2170	Eyak	2730	Navaho
2180	Foothill North Yokuts	2740	Nez Perce
2190	Fox	2750	Nomlaki
2200	French Cree	2760	Nootka
2210	Guarani	2770	Nootsack
2220	Guaymi	2780	Northern Paiute
2230	Haida	2790	Ojibwa, Eastern
2240	Han	2800	Ojibwa, Northern
2250	Havasupai	2810	Ojibwa, Western
2260	Hichita	2820	Okanagan
2270	Hidatsa	2830	Omaha
2280	Hopi	2840	Oneida
2290	Hupa	2850	Onondaga
2300	Ingalit	2860	Osage

2870	Other Athapascan-Eyak	3420	Quechua, South Bolivian
2880	Ottawa	3430	Quechua, Yauyos
2900	Pacific Gulf Yupik	3440	Quekchi
2910	Panamint (dialect of Shoshone)	3450	Quiche, Central
2920	Passamaquoddy	3460	Quiche, Cunen
2930	Patwin	3470	Quiche, Eastern
2940	Pawnee	3480	Quiche, Joyabaj
2950	Penobscot	3490	Quiche, San Andres
2960	Picuris	3500	Quiche, West Central
2970	Pima	3510	Quinault
2980	Pomo (alt. for POL)	3520	Sahaptian
2990	Pomo, Central	3530	Saint Lawrence Island Yupik
3000	Pomo, Eastern	3540	Salish, Southern Puget Sound
3010	Pomo, Northeastern	3550	Salish, Straits
3020	Pomo, Northern	3560	San Carlos
3030	Pomo, Southeastern	3570	Sandia
3040	Pomo, Southern	3580	Santiam
3050	Ponca (dialect of Omaha)	3590	Seneca
3060	Potawatomi	3600	Serrano
3070	Quapaw	3610	Shastan
3080	Quechua, Ancash, Chiquian	3620	Shawnee
3090	Quechua, Ancash, Conchucos, Northern	3630	Shoshone
3100	Quechua, Ancash, Conchucos, Southern	3640	Siuslaw
3110	Quechua, Ancash, Corongo	3650	Southern Maidu
3120	Quechua, Ancash, Huaylas	3660	Southern Paiute
3130	Quechua, Ancash, Sihuas	3670	Spokane
3140	Quechua, Apurimac	3680	Tachi
3150	Quechua, Ayacucho	3690	Tanacross
3160	Quechua, Boliviano	3700	Tanaina
3170	Quechua, Cajamarca	3710	Tanana
3180	Quechua, Chachapoyas	3720	Tarahumara Baja
3190	Quechua, Chilean	3730	Central
3200	Quechua, Classical	3740	Northern
3210	Quechua, Cotahuasi	3750	Southeastern
3220	Quechua, Cuzco	3760	Southwestern
3230	Quechua, Huanca, Huaylla	3770	Tarascan
3240	Quechua, Huanca, Jauja	3780	Tewa
3250	Quechua, Huanuco, Huaylla	3790	Tillamook
3260	Quechua, Huanuco, Huamalies-Northern Dos De Mayo	3800	Tiwa, Northern
3270	Quechua, Huanuco, Maranon	3810	Tiwa, Southern
3280	Quechua, Huanuco, Panao	3820	Tlingit
3290	Quechua, Huanuco, Southern Dos De Mayo-Margos Chaulan	3830	Tonkawa
3300	Quechua, Lambayeque	3840	Towa
3310	Quechua, North Bolivian	3850	Tsimshian
3320	Quechua, North Junin	3860	Tubatulabal
3330	Quechua, North Lima Cajatambo	3870	Tupi
3340	Quechua, Northwest Jujuy	3880	Tuscarora
3350	Quechua, Pacaroas	3890	Twana
3360	Quechua, Pasco, Santa Ana De Tusi	3900	Upland Yuman
3370	Quechua, Pasco-Yanahuanca	3910	Upper Chehalis
3380	Quechua, Pastaza, Southern	3920	Upper Chinook
3390	Quechua, Puno	3930	Upper Kuskokwim
3400	Quechua, San Martin	3940	Upper Tanana
3410	Quechua, San Rafael-Huariaca	3950	Upriver Yuman
		3960	Ute
		3970	Walapai

3980 Wappo
3990 Washo
4000 Wichita
4010 Winnebago
4020 Wintun
4030 Wiyot
4040 Wyandot
4050 Yaqui
4060 Yavapai
4070 Yuchi

4080 Yuki
4090 Yuma
4100 Yupik, Central
4110 Yupik, Central Siberian
4120 Yupik, Pacific Gulf
4130 Yurok
4140 Zapoteco, Yalalag
4150 Zapoteco, Yatzachi
4160 Zuni

9999 Other languages

Appendix H

MEDICAL CONDITION TYPES AND CODES

Appendix H provides information in reference to Data Element 0800 "Injury Type Code."

International Classification of Diseases¹

000	Unspecified Health Problem	381	Nonsuppur Otitis Media
007.1	Giardiasis	381.0	AC Nonsup Otitis Media
034.0	Strep Sore Throat	381.01	AC Serous Otitis Media
042.044	Human Immuno Deficiency Virus (HIV) Infection	381.3	CHR Nonsup OM Nos/Nec
052	Chicken Pox	381.4	Nonsup Otitis Media Nos
052.9	Varicella Uncomplicated	382	Otitis Media Suppur/Nos
078.1	Viral Warts	382.0	AC Suppur Otitis Media
079.9	Viral Infection Nos	382.4	Suppur Otitis Media
110.4	Dermatophytosis of Foot	382.9	Otitis Media Nos
110.9	Dermatophytosis Site Nos	384.2	Perforation Tympan Memb
127.4	Enterobiasis	389	Hearing Loss
129	Intestine Parasitism Nos	389.1	Sensorineural Hear Loss
130	Toxoplasmosis	389.9	Hearing Loss Nos
130.0	Toxoplasma Meningoenceph	401.9	Hypertension Nos
132.0	Pediculus Capitis	460	Acute Nasopharyngitis
133.0	Scabies	461.9	Acute Sinusitis Nos
278.0	Obesity	462	Acute Pharyngitis
280.9	Iron Defic Anemia Nos	463	Acute Tonsillitis
281.9	Deficiency Anemia Nos	465.9	Acute URI Nos
285.9	Anemia Nos	466.0	Acute Bronchitis
314.9	Hyperkinetic Synd Nos	472.0	Chronic Rhinitis
343.9	Cerebral Palsy Nos	474.0	Chronic Tonsils
345.9	Epilepsy Nos	474.1	T A Hypertrophy
367	Disorders of Refraction	474.10	Hypertrophy T and A
367.0	Hypermetropia	474.11	Hypertrophy Tonsils
367.1	Myopia	477	Allergic Rhinitis
367.2	Astigmatism	477.9	Allergic Rhinitis Nos
367.20	Astigmatism Nos	486	Pneumonia, Organism Nos
367.9	Refraction Disorder Nos	487.1	Flu W Resp Manifest Nec
368	Visual Disturbances	490	Bronchitis Nos
368.0	Amblyopia Ex Anopsia	493.9	Asthma Nos
368.00	Amblyopia Nos	520.6	Tooth Eruption Disturb
368.59	Color Deficiency Nec	521	Hard Tissue Dis of Teeth
368.9	Visual Disturbance Nos	521.0	Dental Caries
372.0	Acute Conjunctivitis	522.2	Periapical Abcess
372.30	Conjunctivitis Nos	523.0	Acute Gingivitis
378.0	Esotropia	523.6	Accretions on Teeth
378.9	Eye Movement Disorder Nos	524.3	Tooth Position Anomaly
380.1	Infective Otitis Externa	524.4	Malocclusion Nos
380.4	Impacted Cerumen	525.1	Loss of Teeth, Acquired
		525.9	Dental Disorder Nos

¹ The full listing of the Fifth Edition of the Ninth Revision of the International Classification of Diseases (ICD-9-1994) is available at the U.S. Department of Energy's Comprehensive Epidemiologic Data Resource (CEDR) web site. The Tenth Revision of the publication (ICD-10) is now available for ordering from the World Health Organization (WHO). <http://www.who.org>

558.9	Nonif Gastroenteric Nec	V12.05	Whooping Cough
573.3	Hepatitis Nos	V12.06	TB
599.0	Urin Tract Infection Nos	V12.21	Diabetes
599.7	Hematuria	V12.3	HX-Blood Diseases
684	Impetigo	V12.4	HX-Nerv Sys/Sens Org Dis
692.9	Dermatitis Nos	V12.41	Epilepsy
693.1	Dermat D/T Food Ingest	V12.5	HX-Circulatory Sys Dis
706.1	Acne Nec	V12.51	Rheumatic Fever
729.5	Pain in Limb	V12.6	HX-Respiratory Sys Dis
737.30	Idiopathic Scoliosis	V12.7	HX of GI Disease
752.5	Undescended Testicle	V13	HX of Other Diseases
780.3	Convulsions	V13.0	HX-Urinary System Disord
780.6	Pyrexia Unknown Origin	V14	HX of Drug Allergy
783.4	Lack Normal Physiol Devel	V14.0	HX-Penicillin Allergy
784.0	Headache	V15	Oth HX of Health Hazards
784.5	Speech Disturbance Nec	V15.0	HX of Allergy Nec
784.7	Epistaxis	V15.2	HX-Major Organ Surg Nec
785.2	Cardiac Murmurs Nec	V15.5	HX of Injury
785.6	Enlargement Lymph Nodes	V15.8	HX-Other Health Hazards
788.3	Incontinence of Urine	V16	Family HX-Malignancy
789	Oth Abdomen/Pelvis Symp	V17	Family HX-Chr Disabling Dis
789.0	Abdominal Pain	V17.1	Family HX-Stroke
791	Abnormal Urine Findings	V17.2	Family HX-Neurolog Dis Nec
791.0	Proteinuria	V17.21	Epilepsy
795.5	Tuberculin Test Reaction	V17.3	Fam HX-Ischem Heart Dis
799.9	Unkn Cause Morb/Mort Nec	V17.4	Fam HX-Cardiovas Dis Nec
813	Radius Ulna Fracture	V17.41	Hypertension
911.0	Abrasion Trunk	V17.5	Family HX-Asthma
984.9	Tox Eff Lead Compnd Nos	V17.6	Fam HX-Chr Resp Cond Nec
989.5	Toxic Effect Venom	V17.7	Family HX-Arthritis
995.2	Adv Eff Med/Biol Sub Nos	V18.0	Family HX-Diabetes Mellitus
995.3	Allergy, unspecified	V18.3	Family HX-Anemia
V03.1	Vaccine-Typhoid-Parathyroid	V18.4	Family HX-Mental Retardant
V03.2	Vaccine for Tuberculosis	V18.5	Family HX-GI Disorders
V03.6	Vaccine for Pertussis	V18.6	Family HX-Kidney Disease
V03.7	Tetanus Toxoid Inoculant	V18.8	Family HX-Infect/Parasit Dis
V03.8	Vaccine for Bact Dis Nec	V19.0	Family HX-Blindnes
V04.01	Polio Oral	V19.2	Family HX-Deafness
V04.02	Polio Immunization	V19.4	Family HX-Skin Condition
V04.1	Vaccine for Smallpox	V19.5	Fam HX-Congen Anomalies
V04.2	Vaccine for Measles	V19.6	Family HX-Allergic Dis
V04.3	Vaccine for Rubella	V20	Health Supervision Child
V04.6	Vaccine for Mumps	V20.2	Routine Child Health Exam
V04.8	Vaccine for Influenza	V20.3	Med Exam Nec-Admin Purp
V06.1	Vaccine for DTP	V22.2	Pregnant State
V06.12	TD	V70.5	Health Exam-Group Survey
V06.3	Vaccine for DTP + Polio	V71	Observation-Suspect Cond
V06.4	Vac-Measle-Mumps-Rubella	V71.2	Observ-Suspect TB
V06.8	Vac-Dis Combinations Nec	V72	Special Examinations
V10	HX of Malignant Neoplasm	V72.0	Eye Vision Examination
V12	HX of Disease Nec	V72.1	Ear Hearing Exam
V12.0	HX-Infect/Parasitic Dis	V72.2	Dental Examination
V12.01	Measles	V72.8	Examination Nec
V12.02	Rubella	V72.80	Height
V12.03	Mumps	V72.81	Weight
V12.04	Chicken Pox	V74.1	Screening-Pulmonary TB

V75.8 Screen-Parasitic Dis Nec
 V78.0 Screen-Iron Defic Anemia
 V78.2 Screen-Sickle Cell Dis
 V79.3 Screen-Development Prob
 V81.1 Screen for Hypertension

V81.51 Urinalysis (Dipstick)
 V82.0 Screen for Skin Cond
 V82.5 Screen-Contamination Nec
 V82.81 Scoliosis

Current Procedural Terminology¹

00120	Anesthesia for Ear Surgery	87070	Culture Specimen, Bacteria
01230	Anesthesia, Surgery of Femur	87072	Culture Specimen by Kit
10060	Drainage of Skin Abscess	87086	Urine Culture, Colony Count
12001	Repair Superficial Wound(s)	87177	Ova and Parasites Smears
22899	Spine Surgery Procedures	90585	BCG Immunization (TB) Percutaneous
29065	Application of Long Arm Cast	90586	BCG Immunization (bladder) Intravesical
29075	Application of Forearm Cast	90701	DTP Immunization
29405	Apply Short Leg Cast	90702	DT Immunization
36430	Blood Transfusion Service	90703	Tetanus Immunization
50760	Fusion of Ureters	90704	Mumps Immunization
69210	Remove Impacted Ear Wax	90705	Measles Immunization
69420	Incision of Eardrum	90706	Rubella Immunization
69436	Create Eardrum Openings	90707	MMR Virus Immunization
70250	X-ray Exam of Skull	90708	Measles-Rubella Immunization
70470	Contrast CAT Scans of Head	90712	Oral Poliovirus Immunization
71010	X-ray Exam of Chest	90718	TD Immunization
72110	X-ray Exam of Lower Spine	90749	Immunization Procedure
73000	X-ray Exam of Collarbone	90782	Injection of Medication
73060	X-ray Exam of Humerus	90788	Injection of Antibiotic
73090	X-ray Exam of Forearm	90801	Diagnostic Interview
73100	X-ray Exam of Wrist	90865	Special Interview
73120	X-ray Exam of Hand	90887	Consultation with Family
73140	X-ray Exam of Finger(s)	92002	New Eye Exam & Treatment
73560	X-ray Exam of Lower Leg	92004	New Eye Exam & Treatment
73600	X-ray Exam of Ankle	92012	Eye Exam & Treatment
73620	X-ray Exam of Foot	92014	Eye Exam & Treatment
81000	Urinalysis with Microscopy	92020	Special Eye Evaluation
81002	Routine Urine Analysis	92081	Visual Field Examination(s)
81005	Urinalysis	92265	Eye Muscle Evaluation
82465	Assay Serum Cholesterol	92283	Color Vision Examination
82784	Assay Gammaglobulin A/D/G/M	92340	Fitting of Spectacles
82947	Assay Body Fluid, Glucose	92370	Repair & Adjust Spectacles
82948	Stick Assay of Blood Glucose	92390	Supply of Spectacles
83018	Chromatograph Screen, Metals	92395	Supply of Spectacles
83020	Assay Hemoglobin	92502	Ear and Throat Examination
83634	Test Blood for Lead	92504	Ear Microscopy Examination
85014	Hematocrit	92506	Speech & Hearing Evaluation
85018	Hemoglobin, Calorimetric	92507	Speech/Hearing Therapy
85022	Automated Hemogram	92551	Pure Tone Hearing Test, Air
85031	Manual Hemogram, Complete CBC	92552	Pure Tone Audiometry, Air
86580	TB Patch or Intradermal Test	92553	Audiometry, Air & Bone
86585	TB Tine Test	92556	Speech Audiometry, Complete
87060	Nose/Throat Culture, Bacteria	92557	Comprehensive Audiometry

¹ Information contained in the above list is derived from the 1999 version (Revised 4th edition) of the *Physician's Current Procedural Terminology*. For information on how to purchase the entire document, please contact the American Medical Association (AMA). <http://www.ama-assn.org/med-sci/cpt/coding.htm>

92565	Stenger Test, Pure Tone	99392	Periodic Preventive Medicine, 1-4
92567	Tympanometry	99393	Periodic Preventive Medicine, 5-11
92591	Hearing Aid Exam, Both Ears	99394	Periodic Preventive Medicine, 12-17
93000	Electrocardiogram, Complete	99395	Periodic Preventive Medicine, 18-39
93799	Cardiovascular Procedures	99396	Periodic Preventive Medicine, 40-64
95819	Electroencephalogram (EEG)	99397	Periodic Prev. Medicine, 65 and over
96110	Developmental Test, Limited	99499	General Medical Service
96111	Developmental Test, Extended	D0110	Initial Dental Exam
96408	Intravenous Chemotherapy	D0120	Periodic Dental Exam
99025	Initial Surgical Evaluation	D0130	Emergency Dental Exam
99056	Non-Office Medical Services	D0210	Complete Radiology Series
99058	Office Emergency Care	D0220	1 Periapical
99070	Special Supplies	D0230	Addition Films
99075	Medical Testimony	D0270	Bitewing - Single Film
99078	Group Health Education	D0272	2 Bitewings
99080	Special Reports or Forms	D0274	4 Bitewings
99090	Computer Data Analysis	D0330	Panoramic
99199	Special Service or Report	D0471	Dental - Diagnostic Photos
99201	Office Visit, New, Brief	D1110	Adult Prophy
99202	Office Visit, New, Limited	D1120	Child Prophy
99203	Office Visit, New, Intermediate	D1220	Stann. Flu 1 Treat Exc Phoph
99204	Office Visit, New, Extended	D1230	Fluoride Treatment
99205	Office Visit, New, Comprehensive	D1330	Oral Hygiene Instr.
99211	Office Visit, Brief	D1340	Training-Prevent-Dental Care
99212	Office Visit, Limited	D1350	Enamel Sealants
99213	Office Visit, Intermediate	D2110	Amal. Prim. 1 Surf
99214	Office Visit, Extended	D2120	Amal. Prim. 2 Surf
99215	Office Visit, Comprehensive	D2130	Amal. Prim. 3 Surf
99221	Hospital Care, New, Brief	D2131	Amalgam Deciduous 4 Surfaces
99222	Hospital Care, New, Intermediate	D2140	Amal. Perm. 1 Surf
99223	Hospital Care, New, Comprehensive	D2150	Amal. Perm. 2 Surf
99231	Hospital Visit, Limited	D2160	Amal. Perm. 3 Surf
99232	Hospital Visit, Intermediate	D2161	Amalgam Perm. 4 or More Surf
99233	Hospital Visit, Extended	D2310	Acrylic or Plastic
99241	Limited Consultation	D2330	Composite 1 Surf
99281	Emergency Care, Minor, Straightforward	D2331	Composite 2 Surf
99282	Emergency Care, Moderate, Low	D2332	Composite Resin. 3 Surfaces
99283	Emergency Care, Moderate, Moderate	D2335	Composite Resin
99284	Emergency Care, Detailed, Moderate	D2750	Crown Porc./Metal
99285	Emergency Care, High, High	D2830	Stainless Steel
99321	Care Facility Visit	D2940	Sedative Treatment
99341	Home Visit, New, Brief	D3110	Pulp Cap Direct
99342	Home Visit, New, Limited	D3120	Pulp Cap Indirect
99343	Home Visit, New, Intermediate	D3200	Pulpotomy Exc. Final Restor.
99347	Home Visit, Minimal	D3220	Vital Pulpotomy
99348	Home Visit, Brief	D3310	Root Canal 1
99349	Home Visit, Limited	D3330	Root Canal 3
99350	Home Visit, Intermediate	D4220	Subging. Curet./Quad
99381	Initial Preventive Medicine, Infant	D4340	Perio Scale, Comp
99382	Initial Preventive Medicine, 1-4	D4341	Perio S. P.
99383	Initial Preventive Medicine, 5-11	D6750	Porcelain/Metal
99384	Initial Preventive Medicine, 12-17	D7110	Extraction
99385	Initial Preventive Medicine, 18-39	D7120	Add. Extr.
99386	Initial Preventive Medicine, 40-64	D9210	Local Anesthesia
99387	Initial Preventive Medicine, 65 and over	D9230	N202-02 Sedation
99391	Periodic Preventive Medicine, Infant	D9310	Dental Consultation

Appendix I

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS¹

Appendix I provides information in reference to Data Element 1150 “Postsecondary Subject Matter Area.” This appendix provides an exhaustive classification of Series 13, Education Programs, as found in the *Classification of Instructional Programs*, published by NCES. Each entry is followed by either a definition or a referral to another series number (instructional programs other than Education) in the Classification.

13. EDUCATION—A summary of groups of instructional programs that describes the theory and practice of learning and teaching and related research administrative and support services.

—Psychology (refer to 42. Series)²

—Social Sciences and History (refer to 45. Series)²

13.01 Education General—A group of instructional programs that generally describes the theory and practice of learning and teaching; the basic principles of educational psychology; the art of teaching; the planning and administration of educational activities; and the social foundations of education.

13.0101 Education, General—An instructional program that generally describes the theory and practice of learning and teaching; the basic principles of educational psychology; the art of teaching; the planning and administration of educational activities; and the social foundations of education.

13.02 Bilingual/Bicultural Education—A group of instructional programs that describes the design and provision of teaching and other educational services to bilingual/bicultural children or adults, and/or the design and implementation of educational programs having the goal of producing bilingual/bicultural individuals. Includes preparation to serve as teachers and administrators in bilingual/bicultural education programs.

13.0201 Bilingual/Bicultural Education—An instructional program that describes the design and provision of teaching and other educational services to bilingual/bicultural children or adults, and/or the design and implementation of educational programs having the goal of producing bilingual/bicultural individuals. Includes preparation to serve as teachers and administrators in bilingual/bicultural education programs.

— Bilingual Education Assisting (included under 13.0201)²

— Teaching English as a Second Language/Foreign Language (refer to 13.1401)²

— Bilingual/Crosscultural Education, Other (included under 13.0201)²

13.03 Curriculum and Instruction—A group of instructional programs that describes the study of the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject-matter, programs or educational levels.

¹ Source: *Classification of Instructional Programs*. National Center for Education Statistics, United States Department of Education, 1991.

² For descriptions of programs other than those included in Series 13, please refer to the *Classification of Instructional Programs*, National Center for Education Statistics, United States Department of Education, 1991.

13.0301 Curriculum and Instruction—An instructional program that describes the study of the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject-matter, programs or educational levels.

13.04 Education Administration and Supervision—A group of instructional programs that generally describes the study of the principles and techniques of administering a wide variety of schools and other educational organizations and facilities, supervising educational personnel at the school or staff level, and that may prepare individuals as general administrators and supervisors.

13.0401 Education Administration and Supervision, General—An instructional program that generally describes the study of the principles and techniques of administering a wide variety of schools and other educational organizations and facilities, supervising educational personnel at the school or staff level, and that may prepare individuals as general administrators and supervisors.

13.0402 Administration of Special Education—An instructional program that describes the principles and techniques of administering educational facilities and programs provided for children or adults with special learning needs, and that prepares individuals to serve as administrators of such programs. Includes instruction in special education principles, program and facilities planning, personnel management, community and client relations, budgeting and administration, professional standards, and applicable laws and policies.

13.0403 Adult and Continuing Education Administration—An instructional program that describes the principles and techniques of administering programs and facilities designed to serve the basic education needs of undereducated adults, or the continuing education needs of adults seeking further or specialized instruction, and that prepares individuals to serve as administrators of such programs. Includes instruction in adult education principles, program and facilities planning, personnel management, community and client relations, budgeting and administration, professional standards, and applicable laws and policies.

13.0404 Educational Supervision—An instructional program that prepares individuals to supervise instructional and support personnel at the school building, facility or staff level. Includes instruction in the principles of staffing and organization, the supervision of learning activities, personnel relations, administrative duties related to departmental or unit management, and specific applications to various educational settings and curricula.

13.0405 Elementary, Middle and Secondary Education Administration—An instructional program that describes the principles and techniques of elementary, middle or secondary school principalship, and that prepares individuals to serve as principals and other administrative personnel for elementary-, middle- or secondary-level education programs and facilities. Includes instruction in elementary-, middle- or secondary-level education, program and facilities planning, personnel management, community and client relations, budgeting and administration, professional standards, and applicable laws and policies.

13.0406 Higher Education Administration—An instructional program that describes the principles and practice of administration in four-year colleges, universities and higher education systems, the study of higher education as an object of applied research, and which may prepare individuals to function as administrators in such settings. Includes instruction in higher education economics and finance; policy and planning studies; curriculum; faculty and labor relations; higher education law; college student services; research on higher education; institutional research; marketing and promotion; and issues of evaluation, accountability and philosophy.

13.0407 Community and Junior College Administration—An instructional program that describes the principles and techniques of administering community and junior colleges and related postsecondary

systems, the study of community and junior colleges as objects of applied research, and that may prepare individuals to function as administrators in such settings. Includes instruction in community and junior college finance; policy and planning studies; curriculum; faculty and labor relations; higher education law; student services; research on community and junior colleges; institutional research; marketing and promotion; and issues of evaluation, accountability and philosophy.

13.0499 Education Administration and Supervision, Other—Any instructional program in education administration and supervision not described above.

13.05 Educational/Instructional Media Design—A group of instructional programs that describes the principles and techniques of creating instructional materials and related educational resources in various media or combinations, such as film, video, recording, text, art, software, and three-dimensional objects, and that prepares individuals to function as instructional media designers. Includes instruction in the techniques specific to creating in various media; the behavioral principles applicable to using various media in learning and teaching; the design, testing and production of instructional materials; and the management of educational/instructional media facilities and programs.

13.0501 Educational/Instructional Media Design—An instructional program that describes the principles and techniques of creating instructional materials and related educational resources in various media or combinations, such as film, video, recording, text, art, software, and three-dimensional objects, and that prepares individuals to function as instructional media designers. Includes instruction in the techniques specific to creating in various media; the behavioral principles applicable to using various media in learning and teaching; the design, testing and production of instructional materials; and the management of educational/instructional media facilities and programs.

— Educational/Instructional Media Technology/Technician (refer to 10.0101)

13.06 Educational Evaluation, Research and Statistics—A group of instructional programs that describes the application of analytical and evaluation methodologies to educational problems and settings.

13.0601 Educational Evaluation and Research—An instructional program that describes the principles and procedures for generating information about educational programs, personnel and methods, and the analysis of such information for planning purposes. Includes instruction in evaluation theory, evaluation research design and planning, administering evaluations and related data collection activities, data reporting requirements, data analysis and interpretation, and related economic and policy issues.

13.0603 Educational Statistics and Research Methods—An instructional program that describes the application of statistics to the analysis and solution of educational research problems, and the development of technical designs for research studies. Includes instruction in mathematical statistics, research design, computer applications, instrument design, research methodologies, and applications to research problems in specific education subjects.

— Mathematical Statistics (refer to 27.0501)

13.0604 Educational Assessment, Testing and Measurement—An instructional program that describes the principles and procedures for designing, developing, implementing and evaluating tests and other mechanisms used to measure learning, evaluate student progress, and assess the performance of specific teaching tools, strategies and curricula. Includes instruction in psychometric measurement, instrument design, test implementation techniques, research evaluation, data reporting requirements, and data analysis and interpretation.

— Elementary and Secondary Research (included under 13.0601)

— Higher Education Research (included under 13.0601)

13.0699 Educational Evaluation, Research and Statistics, Other—Any instructional program in educational evaluation, research and statistics not described above.

13.07 International and Comparative Education—A group of instructional programs that describes the study of educational phenomena, practices and institutions within different societies and states in comparative perspective, and the study of international educational issues. Includes instruction in comparative research methods, country- or area-specific studies, cross-national studies of learning and teaching styles, international educational policy and development, and analyses of educational migration patterns and experiences.

13.0701 International and Comparative Education—An instructional program that describes the study of educational phenomena, practices and institutions within different societies and states in comparative perspective, and the study of international educational issues. Includes instruction in comparative research methods, country- or area-specific studies, cross-national studies of learning and teaching styles, international educational policy and development, and analyses of educational migration patterns and experiences.

13.08 Educational Psychology—A group of instructional programs that describes the application of psychology to the study of the behavior of individuals in the roles of teacher and learner, the nature and effects of learning environments, and the psychological effects of methods, resources, organization and non-school experience on the educational process. Includes instruction in learning theory, human growth and development, research methods, and psychological evaluation.

— School Psychology (refer to 42.1701)

13.0802 Educational Psychology—An instructional program that describes the application of psychology to the study of the behavior of individuals in the roles of teacher and learner, the nature and effects of learning environments, and the psychological effects of methods, resources, organization and non-school experience on the educational process. Includes instruction in learning theory, human growth and development, research methods, and psychological evaluation.

13.09 Social and Philosophical Foundations of Education—A group of instructional programs that describes the systematic study of education as a social and cultural institution, and the educational process as an object of humanistic inquiry. Includes instruction in such subjects as the philosophy of education, history of education, educational literature, educational anthropology, sociology of education, economics and politics of education, educational policy studies, and studies of education in relation to specific populations, issues, social phenomena, and types of work.

13.0901 Social and Philosophical Foundations of Education—An instructional program that describes the systematic study of education as a social and cultural institution, and the educational process as an object of humanistic inquiry. Includes instruction in such subjects as the philosophy of education, history of education, educational literature, educational anthropology, sociology of education, economics and politics of education, educational policy studies, and studies of education in relation to specific populations, issues, social phenomena, and types of work.

13.10 Special Education—A group of instructional programs that generally describes the design and provision of teaching and other educational services to children or adults with special learning needs or disabilities, and that may prepare individuals to function as special education teachers. Includes instruction in diagnosing learning disabilities, developing individual education plans, teaching and supervising special education students, special education counseling, and applicable laws and policies.

— Psychology (refer to 42. Series)

— Health and Physical Education/Fitness (refer to 31.05 Series)

— Communication Disorder Sciences and Services (refer to 51.02 Series)

— Rehabilitation/Therapeutic Services (refer to 51.23 Series)

13.1001 Special Education, General—An instructional program that generally describes the design and provision of teaching and other educational services to children or adults with special learning needs or disabilities, and that may prepare individuals to function as special education teachers. Includes instruction in diagnosing learning disabilities, developing individual education plans, teaching and supervising special education students, special education counseling, and applicable laws and policies.

— Adapted Physical Education/Therapeutic Recreation (refer to 31.0502)

— Education of Culturally Disadvantaged (included under 13.1099)

13.1003 Education of the Deaf and Hearing Impaired—An instructional program that describes the study and design of educational services for children or adults with hearing impairments which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying hearing-impaired students, developing individual education plans, teaching and supervising hearing-impaired students, counseling, and applicable laws and policies.

— Audiology/Hearing Sciences (refer to 51.0202)

— Sign Language Interpreting (refer to 51.0205)

13.1004 Education of Gifted and Talented—An instructional program that describes the study and design of educational services for children or adults exhibiting exceptional intellectual, psychomotor or artistic talent or potential, or who exhibit exceptional maturity or social leadership talents, and that may prepare individuals to teach such students. Includes instruction in identifying gifted and talented students, developing individual education plans, teaching and supervising gifted and talented students, counseling, and applicable laws and policies.

13.1005 Education of Students with Emotional Disturbance—An instructional program that describes the study and design of educational services for children or adults with emotional conditions which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying emotionally disturbed students, developing individual education plans, teaching and supervising emotionally disturbed students, counseling, and applicable laws and policies.

— Clinical Psychology (refer to 42.0201)

13.1006 Education of Students with Mental Impairments—An instructional program that describes the study and design of educational services for children or adults with mental disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying students with mental impairments, developing individual education plans, teaching and supervising students with mental impairments, counseling, and applicable laws and policies.

— School Psychology (refer to 42.1701)

13.1007 Education of Students with Multiple Impairments—An instructional program that describes the study and design of educational services for children or adults with multiple disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying students with multiple impairments, developing individual education plans, teaching and supervising students with multiple impairments, counseling, and applicable laws and policies.

13.1008 Education of Students with Orthopedic Impairments—An instructional program that describes the study and design of educational services for children or adults with physical disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying physically disabled students, developing individual education plans, teaching and supervising physically disabled students, counseling, and applicable laws and policies.

13.1009 Education of Students with Visual Impairments—An instructional program that describes the study and design of educational services for children or adults with visual disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying visually handicapped students, developing individual education plans, teaching and supervising blind or visually handicapped students, counseling, and applicable laws and policies.

— Remedial Education (included under 13.1099)

13.1011 Education of the Specific Learning Disabled—An instructional program that describes the study and design of educational services for children or adults with specific learning disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying specific learning disabled students, developing individual education plans, teaching and supervising students with specific learning disabilities, counseling, and applicable laws and policies.

— School Psychology (refer to 42.1701)

13.1012 Education of the Speech Impaired—An instructional program that describes the study and design of educational services for children or adults with speech impairments which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying speech-impaired students, developing individual education plans, teaching and supervising students with speech disabilities, counseling, and applicable laws and policies.

— Speech-Language Pathology (refer to 51.0203)

13.1013 Education of the Autistic—An instructional program that describes the study and design of educational services for children or adults that are autistic, and that prepares individuals to teach such students. Includes instruction in identifying students with autism, developing individual education plans, teaching and supervising autistic students, counseling, and applicable laws and policies.

— Clinical Psychology (refer to 42.0201)

13.1099 Special Education, Other—Any instructional program in special education not described above.

13.11 Student Counseling and Personnel Services—A group of instructional programs that prepares individuals to apply the theory and principles of guidance and counseling to the provision of support for the personal, social, educational, and vocational development of students, and the organizing of guidance services within elementary, middle and secondary educational institutions. Includes instruction in legal and professional requirements, therapeutic counselor intervention, vocational counseling, and related socio-psychological foundations.

13.1101 Counselor Education/Student Counseling and Guidance Services—An instructional program that prepares individuals to apply the theory and principles of guidance and counseling to the provision of support for the personal, social, educational, and vocational development of students, and the organizing of guidance services within elementary, middle and secondary educational institutions.

Includes instruction in legal and professional requirements, therapeutic counselor intervention, vocational counseling, and related socio-psychological foundations.

— School Psychology (refer to 42.1701)

13.1102 College/Postsecondary Student Counseling and Personnel Services—An instructional program that describes the organization and provision of counseling, referral, assistance and administrative services to students in postsecondary educational institutions and adult education facilities, and that may prepare individuals to function as professional counselors in such settings. Includes instruction in applicable laws and policies, residential counseling and services, vocational counseling and placement services, remedial skills counseling, and therapeutic counselor intervention.

13.12 General Teacher Education—A group of instructional programs that prepares individuals to teach at various educational levels.

13.1201 Adult and Continuing Teacher Education—An instructional program that prepares individuals to teach adult students in various settings, including basic and remedial education programs, continuing education programs, and programs designed to develop or upgrade specific employment-related knowledge and skills.

13.1202 Elementary Teacher Education—An instructional program that prepares individuals to teach students in the elementary grades, which may include kindergarten through grade eight, depending on the school system or state regulations. Includes preparation to teach all elementary education subject matter.

13.1203 Junior High/Intermediate/Middle School Teacher Education—An instructional program that prepares individuals to teach students in the middle, intermediate or junior high grades, which may include grades four through nine, depending on the school system or state regulations. May include preparation to teach a comprehensive curriculum or specific subject matter.

13.1204 Pre-Elementary/Early Childhood/Kindergarten Teacher Education—An instructional program that prepares individuals to teach students ranging in age from infancy through eight years (grade three), depending on the school system or state regulations. Includes preparation to teach all relevant subject matter.

13.1205 Secondary Teacher Education—An instructional program that prepares individuals to teach students in the secondary grades, which may include grades seven through twelve, depending on the school system or state regulations. May include preparation to teach a comprehensive curriculum or specific subject matter.

13.1206 Teacher Education, Multiple Levels—An instructional program that prepares individuals to teach students at more than one educational level, such as a combined program in elementary/secondary, early childhood/elementary, elementary/middle school, or junior high/high school teacher education.

13.1299 General Teacher Education, Other—Any instructional program in general teacher education not described above.

13.13 Teacher Education, Specific Academic or Vocational Programs—A group of instructional programs that prepares individuals to teach subject matter in specific academic and vocational programs at various educational levels.

— Health and Physical Education/Fitness (refer 31.05 Series)

13.1301 Agricultural Teacher Education (Vocational)—An instructional program that prepares individuals to teach vocational agricultural programs at various educational levels.

— Agriculture/Agriculture Sciences, General (refer to 02.0101)

— Agricultural Extension (refer to 02.0102)

13.1302 Art Teacher Education—An instructional program that prepares individuals to teach art and art appreciation programs at various educational levels.

— Art, General (refer to 50.0701)

13.1303 Business Teacher Education (Vocational)—An instructional program that prepares individuals to teach vocational business programs at various educational levels.

— Business, General (refer to 52.0101)

13.1304 Driver and Safety Teacher Education—An instructional program that prepares individuals to teach driver and safety education programs at various educational levels.

13.1305 English Teacher Education—An instructional program that prepares individuals to teach English grammar, composition and literature programs at various educational levels.

— English Language and Literature, General (refer to 23.0101)

13.1306 Foreign Languages Teacher Education—An instructional program that prepares individuals to teach foreign languages programs at various educational levels.

— Foreign Languages and Literatures, General (refer to 16.0101)

13.1307 Health Teacher Education—An instructional program that prepares individuals to teach health education programs at various educational levels.

— Health and Physical Education, General (refer to 31.0501)

13.1308 Home Economics Teacher Education (Vocational)—An instructional program that prepares individuals to teach vocational home economics programs at various educational levels.

— Personal and Miscellaneous Services (refer to 12. Series)

— Home Economics, General (refer to 19.0101)

— Vocational Home Economics (refer to entire 20. Series)

13.1309 Technology Teacher Education/Industrial Arts Teacher Education—An instructional program that prepares individuals to teach technology education/industrial arts programs at various educational levels.

— Technology Education/Industrial Arts (refer to 21.0101)

13.1310 Marketing Operations Teacher Education/Marketing and Distributive Teacher Education (Vocational)—An instructional program that prepares individuals to teach vocational marketing operations/marketing and distributive education programs at various educational levels.

— Marketing Operations/Marketing and Distribution (refer to 08. Series)

13.1311 Mathematics Teacher Education—An instructional program that prepares individuals to teach mathematics programs at various educational levels.

— Mathematics (refer to 27.0101)

13.1312 Music Teacher Education—An instructional program that prepares individuals to teach music and music appreciation programs at various educational levels.

— Music, General (refer to 50.0901)

— Nutritional Education (included under 13.1399)

13.1314 Physical Education Teaching and Coaching—An instructional program that prepares individuals to teach physical education programs and/or to coach sports at various educational levels.

— Health and Physical Education, General (refer to 31.0501)

13.1315 Reading Teacher Education—An instructional program that prepares individuals to diagnose reading difficulties and to teach reading programs at various educational levels.

13.1316 Science Teacher Education, General—An instructional program that prepares individuals to teach general science programs, or a combination of the biological and physical science subject matter areas, at various educational levels.

— Biological and Physical Sciences (refer to 30.0101)

13.1317 Social Science Teacher Education—An instructional program that prepares individuals to teach specific social sciences subjects and programs at various educational levels.

— Psychology, General (refer to 42.0101)

— Anthropology (refer to 45.0201)

— Archaeology (refer to 45.0301)

— Economics, General (refer to 45.0601)

— Geography (refer to 45.0701)

— Political Science, General (refer to 45.1001)

— Sociology (refer to 45.1101)

13.1318 Social Studies Teacher Education—An instructional program that prepares individuals to teach general social studies programs at various educational levels.

— Social Sciences, General (refer to 45.0101)

13.1319 Technical Teacher Education (Vocational)—An instructional program that prepares individuals to teach specific vocational technical education programs at various educational levels.

— Forest Production and Processing (refer to 03.04 Series)

— Engineering-Related Technologies (refer to 15. Series)

— Science Technologies (refer to 41. Series)

13.1320 Trade and Industrial Teacher Education (Vocational)—An instructional program that prepares individuals to teach specific vocational trades and industries programs at various educational levels.

- Personal and Miscellaneous Services (refer to 12. Series)
- Protective Services (refer to 43. Series)
- Construction Trades (refer to 46. Series)
- Mechanics and Repairers (refer to 47. Series)
- Precision Production and Manufacturing (refer to 48. Series)
- Transportation and Material Moving (refer to 49. Series)
- Visual and Performing Arts (refer to 50. Series)

13.1321 Computer Teacher Education—An instructional program that prepares individuals to teach computer education programs at various educational levels.

- Computer and Information Sciences, General (refer to 11.0101)

13.1322 Biology Teacher Education—An instructional program that prepares individuals to teach biology programs at various educational levels.

- Biology, General (refer to 26.0101)

13.1323 Chemistry Teacher Education—An instructional program that prepares individuals to teach chemistry programs at various educational levels.

- Chemistry, General (refer to 40.0501)

13.1324 Drama and Dance Teacher Education—An instructional program that prepares individuals to teach drama and/or dance programs at various educational levels.

- Dance (refer to 50.0301)
- Drama/Theater Arts, General (refer to 50.0501)

13.1325 French Language Teacher Education—An instructional program that prepares individuals to teach French language programs at various educational levels.

- French Language and Literature (refer to 16.0901)

13.1326 German Language Teacher Education—An instructional program that prepares individuals to teach German language programs at various educational levels.

- German Language and Literature (refer to 16.0501)

13.1327 Health Occupations Teacher Education (Vocational)—An instructional program that prepares individuals to teach specific vocational health occupations programs at various educational levels.

- Community Health Services (refer to 51.03 Series)
- Dental Services (refer to 51.06 Series)

- Health and Medical Administrative Services (refer to 51.07 Series)
- Health and Medical Assistants (refer to 51.08 Series)
- Health and Medical Diagnostic and Treatment Services (refer to 51.09 Series)
- Health and Medical Laboratory Technologies/Technicians (refer to 51.10 Series)
- Mental Health Services (refer to 51.15 Series)
- Nursing (refer to 51.16 Series)
- Ophthalmic/Optometric Services (refer to 51.18 Series)
- Miscellaneous Health Aides (refer to 51.26)

13.1328 History Teacher Education—An instructional program that prepares individuals to teach history programs at various educational levels.

- History, General (refer to 45.0801)

13.1329 Physics Teacher Education—An instructional program that prepares individuals to teach physics programs at various educational levels.

- Physics, General (refer to 40.0801)

13.1330 Spanish Language Teacher Education—An instructional program that prepares individuals to teach Spanish language programs at various educational levels.

- Spanish Language and Literature (refer to 16.0905)

13.1331 Speech Teacher Education—An instructional program that prepares individuals to teach speech and language arts programs at various educational levels.

- Speech and Rhetorical Studies (refer to 23.1001)

13.1399 Teacher Education, Specific Academic and Vocational Programs, Other—Any instructional program in teacher education, specific academic and vocational programs not described above.

13.14 Teaching English as a Second Language/Foreign Language—A group of instructional programs that describes the principles and practice of teaching English to students who are not proficient in it or who do not speak, read or write English, and that may prepare individuals to function as teachers and administrators in such programs.

13.1401 Teaching English as a Second Language/Foreign Language—An instructional program that describes the principles and practice of teaching English to students who are not proficient in it or who do not speak, read or write English, and that may prepare individuals to function as teachers and administrators in such programs.

- Bilingual/Bicultural Education (refer to 13.0201)

13.15 Teacher Assistant/Aide—A group of instructional programs that prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. Includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons and carrying out related assignments.

13.1501 Teacher Assistant/Aide—An instructional program that prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. Includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons and carrying out related assignments.

13.99 Education, Other—A group of instructional programs in education not described above.

13.9999 Education, Other—Any instructional program in education not described above.

Appendix J

LIST OF REGULATED OCCUPATIONS AND PROFESSIONS EXCEPT SCHOOL TEACHERS¹

Appendix J provides information in reference to Data Element 2020 “Non-Educator Credential Type.”

0010	Abstractor	0450	Audiologist
0020	Accountant, Certified Public	0460	Bail Bond Agent
0030	Accountant, Chartered	0470	Bail Bond Runner
0040	Accountant, General	0480	Bail Bond Permittee
0050	Accountant, Management	0490	Bail Solicitor
0060	Accountant, Public	0500	Bait Dealer
0070	Accounting Practitioner	0510	Barber
0080	Acupuncture Assistant	0520	Barber Apprentice
0090	Acupuncturist	0530	Barber Instructor
0100	Adult Care Home, Manager	0540	Barber Student
0110	Agrologist	0550	Barber Technician
0120	Alligator Parts Dealer	0560	Beekeeper
0130	Ambulance Attendant	0570	Blaster
0140	Ambulance Driver	0580	Boiler Engineer
0150	Applied Science Technician	0590	Boiler Inspector
0160	Applied Science Technologist	0600	Boiler Installer
0170	Appraiser, Public	0610	Boiler Maker
0180	Arborist	0620	Boiler Operator
0190	Architect	0630	Boiler Repairer
0200	Architecture Student	0640	Boiler Welder
0210	Armored Car Personnel	0650	Boxer
0220	Art Therapist	0660	Boxing Announcer
0230	Artificial Inseminator of Animals	0670	Boxing Judge
0240	Asbestos Abatement Air Monitor	0680	Boxing Manager
0250	Asbestos Abatement Consultant	0690	Boxing Matchmaker
0260	Asbestos Abatement Field Technician	0700	Boxing Physician
0270	Asbestos Abatement Inspector	0710	Boxing Promoter
0280	Asbestos Abatement Management Planner	0720	Boxing Referee
0290	Asbestos Abatement Project Designer	0730	Boxing Second
0300	Asbestos Abatement Project Manager	0740	Boxing Timekeeper
0310	Asbestos Abatement Project Monitor	0750	Boxing Trainer
0320	Asbestos Abatement Supervisor	0760	Breath Analyzer Operator
0330	Asbestos Abatement Training Provider	0770	Breeder, Fur Bearing Animals
0340	Asbestos Abatement Worker	0780	Breeder, Game
0350	Assayer	0790	Breeder, Game Birds
0360	Assessor	0800	Breeder, Game Fish
0370	Athlete Agent	0810	Breeder, Wild Animals & Birds
0380	Athletic Trainer	0820	Building Code Officer
0390	Athletic Trainer, Apprentice	0830	Building Inspector
0400	Attorney	0840	Butter Grader
0410	Auction Clerk	0850	Buttermaker
0420	Auction House Operator	0860	Cemetery Real Estate Broker/Salesperson
0430	Auctioneer	0870	Cesspool Cleaner
0440	Auctioneer Apprentice	0880	Cheese Grader

¹ Source: Council on Licensure, Enforcement and Regulation website www.clearhq.org/boards.htm, P.O. Box 11910, Iron Works Pike, Lexington, KY 40578.

0890	Cheesemaker	1450	Contractor, Low Voltage
0900	Chemist	1460	Contractor, Manufactured housing
0910	Chick Dealer	1470	Contractor, Masonry
0920	Child Care Center Administrator	1480	Contractor, Mechanical
0930	Child Care Provider	1490	Contractor, Metal Roofing
0940	Child Health Associate	1500	Contractor, Oilburner
0950	Chiroprapist	1510	Contractor, Ornamental Metal
0960	Chiropractic Assistant	1520	Contractor, Painting & Decorating
0970	Chiropractic Trainee	1530	Contractor, Pest Control (Structural)
0980	Chiropractor	1540	Contractor, Pesticide
0990	Clinical Laboratory Assistant	1550	Contractor, Pipefitter
1000	Clinical Laboratory Director	1560	Contractor, Pipeline
1010	Clinical Laboratory Specialist	1570	Contractor, Plastering
1020	Clinical Laboratory Supervisor	1580	Contractor, Plastering, Drywall & Acoustical
1030	Clinical Laboratory Technician	1590	Contractor, Plumbing
1040	Clinical Laboratory Technologist	1600	Contractor, Plumbing & Heating
1050	Clinical Laboratory Trainee	1610	Contractor, Plumbing, Heating & AC
1060	Collection Agency Manager	1620	Contractor, Pollutant Storage Systems
1070	Collection Agency Solicitor	1630	Contractor, Public Works
1080	Collection Agent	1640	Contractor, Pump Installation
1090	Communications Pathologist	1650	Contractor, Refrigeration
1100	Compost Operator	1660	Contractor, Residential
1110	Compressed Natural Gas Technician	1670	Contractor, Roofing
1120	Concrete Technician	1680	Contractor, Roofing, Siding & Sheet Metal
1130	Constable	1690	Contractor, Sanitary System
1140	Construction Supervisor	1700	Contractor, Security Alarm
1150	Contractor, Aerial Pesticide Applicator	1710	Contractor, Sheet Metal
1160	Contractor, Air Conditioning	1720	Contractor, Sign
1170	Contractor, Asbestos Abatement	1730	Contractor, Solar
1180	Contractor, Boiler	1740	Contractor, Specialty
1190	Contractor, Building Moving/Demolition	1750	Contractor, Specialty Electrical
1200	Contractor, Cabinet & Mill Work	1760	Contractor, Specialty Structure
1210	Contractor, Carpentry	1770	Contractor, Sprinklerfitter
1220	Contractor, Chimney Cleaning	1780	Contractor, Steel
1230	Contractor, Communications	1790	Contractor, Swimming Pool
1240	Contractor, Concrete	1800	Contractor, Terrazzo & Marble
1250	Contractor, Dewatering Well	1810	Contractor, Tile
1260	Contractor, Drywall	1820	Contractor, Tile, Marble & Mosaic
1270	Contractor, Earthwork & Paving	1830	Contractor, Tree Services
1280	Contractor, Electrical	1840	Contractor, Utility
1290	Contractor, Elevator	1850	Contractor, Water Conditioning
1300	Contractor, Engineering	1860	Contractor, Welding
1310	Contractor, Excavation	1870	Contractor, Well Drilling
1320	Contractor, Fencing	1880	Contractor, Wrecking
1330	Contractor, Fire Protection System	1890	Cosmetologist
1340	Contractor, Flooring	1900	Cosmetology Apprentice
1350	Contractor, General	1910	Cosmetology Instructor
1360	Contractor, Glass & Glazing	1920	Cosmetology Student
1370	Contractor, Hazardous Materials	1930	Cosmetology Technician
1380	Contractor, Heavy	1940	Cosmetology: Braider
1390	Contractor, Institutional	1950	Cosmetology: Cosmetician
1400	Contractor, Insulation and Acoustical	1960	Cosmetology: Esthetician
1410	Contractor, Lathing	1970	Cosmetology: Esthetician Instructor
1420	Contractor, Lead Abatement	1980	Cosmetology: Facialist
1430	Contractor, Limited Specialty	1990	Cosmetology: Make-up Artist
1440	Contractor, Liquefied Petroleum Gas		

2000	Cosmetology: Manicurist	2560	Embalmer
2010	Cosmetology: Manicurist Instructor	2570	Embalmer Apprentice
2020	Cosmetology: Shampooist	2580	Embryo Transfer Technician (cattle)
2030	Cosmetology: Wig Specialist	2590	Emergency Medical Services Instructor
2040	Cotton Buyer	2600	Emergency Medical Technician (EMT)
2050	Counselor Supervisor	2610	EMT: Ambulance
2060	Counselor, Associate	2620	EMT: Cardiac
2070	Counselor, Clinical	2630	EMT: Defibrillator
2080	Counselor, Pastoral	2640	EMT: Intermediate
2090	Counselor, Professional	2650	EMT: IV
2100	Counselor, Registered Substance Abuse	2660	EMT Shock Trauma
2110	Counselor, Substance Abuse	2670	Employment Agency Manager
2120	Court/Shorthand Reporter	2680	Employment Agent
2130	Crane operator	2690	Employment Counselor
2140	Cytotechnologist	2700	Engineer Technologist
2150	Dental Assistant	2710	Engineer, Acoustical
2160	Dental Hygienist	2720	Engineer, Aeronautic/Aerospace
2170	Dental Laboratory Technician	2730	Engineer, Agricultural
2180	Dental Specialist	2740	Engineer, Architectural
2190	Dental Technician	2750	Engineer, Architectural Marine
2200	Dental Therapist	2760	Engineer, Astronautical
2210	Dentist	2770	Engineer, Ceramic
2220	Denturist	2780	Engineer, Chemical
2230	Dietetic Technician	2790	Engineer, Civil
2240	Dietician	2800	Engineer, Construction
2250	Drafter	2810	Engineer, Consulting
2260	Egg Dealer	2820	Engineer, Control Systems
2270	Egg Grader	2830	Engineer, Corrosion
2280	Egg Handler	2840	Engineer, Electrical
2290	Egg Processor	2850	Engineer, Electronic
2300	Electrical Administrator	2860	Engineer, Engineering Plastics
2310	Electrical Inspector	2870	Engineer, Environmental
2320	Electrical Sign Installer, Journeyman	2880	Engineer, Fire Protection
2330	Electrical Sign Installer, Master	2890	Engineer, Geodetic
2340	Electrician	2900	Engineer, Geological
2350	Electrician, Apprentice	2910	Engineer, Geotechnical
2360	Electrician, Elevator	2920	Engineer, Highway
2370	Electrician Helper	2930	Engineer, Hoisting
2380	Electrician, Industrial Maintenance	2940	Engineer, HVAC
2390	Electrician, Journeyman	2950	Engineer, Hydraulic
2400	Electrician, Limited	2960	Engineer, Industrial
2410	Electrician, Lineman	2970	Engineer, Instrumental
2420	Electrician, Maintenance	2980	Engineer, Manufacturing
2430	Electrician, Master	2990	Engineer, Marine
2440	Electrician, Residential	3000	Engineer, Materials
2450	Electrician, Specialty	3010	Engineer, Mechanical
2460	Electrician, Supervising	3020	Engineer, Metallurgical
2470	Electrician, Supervising Specialty	3030	Engineer, Mining
2480	Electrologist	3040	Engineer, Naval Architecture
2490	Electrology Instructor	3050	Engineer, Nuclear
2500	Electroneuromyographer	3060	Engineer, Petroleum
2510	Elevator Constructor	3070	Engineer, Plastics
2520	Elevator Inspector	3080	Engineer, Plumbing
2530	Elevator Mechanic	3090	Engineer, Professional
2540	Elevator Mechanic, Apprentice	3100	Engineer, Quality
2550	Elevator Operator	3110	Engineer, Railroad

3120	Engineer, Refrigeration	3680	Geologist, Engineering
3130	Engineer, Safety	3690	Geophysicists
3140	Engineer, Sanitary	3700	Ginner, Public
3150	Engineer, Structural	3710	Ginseng Dealer
3160	Engineer, Systems	3720	Ginseng Grower
3170	Engineer, Textile	3730	Grain Dealer
3180	Engineer, Traffic	3740	Grain Sampler/Grader
3190	Engineer, Transportation	3750	Grain Tester
3200	Engineer-in-Training	3760	Grain Warehouse Operator
3210	Engineer/Surveyor	3770	Greyhound Racing Employee
3220	Explosives Dealer	3780	Groundwater Professional
3230	Explosives Handler	3790	Guard Dog Handler
3240	Feed Dealer	3800	Guide/Outfitter
3250	Fertilizer Dealer	3810	Hairdresser
3260	Fire Inspector	3820	Hairdresser Instructor
3270	Fire Investigator	3830	Harness Racing Driver
3280	Fire Protection Company Manager	3840	Harness Racing Employee
3290	Fire Protection System Inspector	3850	Hazardous Material Management Consultant
3300	Fire Protection System Installer	3860	Hazardous Waste Management Specialist
3310	Fire Protection Systems Seller	3870	Hazardous Waste Transporter
3320	Firefighter	3880	Health Facility Administrator
3330	Firefighter Training Instructor	3890	Health Officer, Public
3340	Fireworks Handler	3900	Health Physics Services Vendor
3350	First Responder	3910	Hearing Aid Dealer/Fitter
3360	First Responder: Defibrillation	3920	Hearing Aid Dealer/Fitter Trainee
3370	Fish Dealer	3930	Hemodialysis Technician
3380	Fish Farmer	3940	Hoisting Machinery Operator
3390	Fisher, Commercial	3950	Home Health Aide
3400	Forest Engineer	3960	Home Improvement Salesperson
3410	Forest Product Operator	3970	Home Management Provider
3420	Forester	3980	Homeopath
3430	Franchise Broker/Dealer	3990	Horse Racing Employee
3440	Frog Dealer	4000	Horse Racing Jockey
3450	Fund Raiser, Professional	4010	Horticulturist
3460	Funeral Arranger, Pre-need	4020	Hunter Education Instructor
3470	Funeral Attendant	4030	Hypnotherapist
3480	Funeral Direct Disposer	4040	Incinerator Operator
3490	Funeral Director	4050	Infra-Red Analyzer Repair Technician
3500	Funeral Director Apprentice	4060	Instructor, Guide Dogs for the Blind
3510	Funeral Director, Assistant	4070	Insurance Adjuster
3520	Funeral Director/Embalmer	4080	Insurance Adjuster/Appraiser
3530	Funeral Director/Embalmer Apprentice	4090	Insurance Administrator
3540	Funeral Service Intern	4100	Insurance Agent
3550	Funeral Service Practitioner	4110	Insurance Broker
3560	Fur Buyer	4120	Insurance Consultant
3570	Fur Dealer	4130	Insurance Escrow Officer
3580	Fur Processor	4140	Insurance Representative
3590	Fur Trapper	4150	Insurance Solicitor
3600	Gaming Employee	4160	Insurance: Financial Planner
3610	Gaming Equipment Distributor	4170	Insurance: Reinsurance Intermediary
3620	Gaming Establishment Owner	4180	Insurance: Stock Agent
3630	Gaming Manager	4190	Insurance: Surplus Lines Agent
3640	Gaming Operator	4200	Insurance: Surplus Lines Broker/Agent
3650	Gas Fitter	4210	Insurance: Third Party Administrator
3660	Geochemist	4220	Interior Designer
3670	Geologist		

4230	Irrigator	4790	Milk Processing Plant Operator
4240	Kickboxer	4800	Milk Tank Calibrator
4250	Kinesiological Electromyographer	4810	Milk Tester
4260	Labor Contractor	4820	Mine Belt Examiner
4270	Land Surveyor	4830	Mine Blaster
4280	Land Surveyor-in-Training	4840	Mine Electrician
4290	Landfarming Operator	4850	Mine Examiner
4300	Landfill Operator	4860	Mine Fire Boss
4310	Landscape Architect	4870	Mine Foreman
4320	Landscape Contractor	4880	Mine Hoisting Engineer
4330	Law Enforcement Officer	4890	Mine Inspector
4340	Law Enforcement Training Instructor	4900	Mine Manager
4350	Lead Abatement Supervisor	4910	Mine Operator
4360	Lead Abatement Training Provider	4920	Mine Shot Firer
4370	Lead Abatement Worker	4930	Mine Superintendent
4380	Lead Inspector, Environmental	4940	Mine Supervisor
4390	Lead Inspector-Technician, Environmental	4950	Mine Surface Blaster
4400	Lead Technician, Environmental	4960	Mine Surveyor
4410	Librarian	4970	Miner
4420	Liquefied Petroleum Gas Dealer	4980	Mobile Home Park Manager
4430	Liquefied Petroleum Gas Installer/Repairer	4990	Mobile Home Park Owner
4440	Liquefied Petroleum Gas Safety Supervisor	5000	Money Broker
4450	Liquefied Petroleum Gas Truck Driver	5010	Mortgage Banker
4460	Livestock Agent	5020	Mortgage Lender/Broker
4470	Livestock Auction Operator	5030	Motor Vehicle Brake Mechanic
4480	Livestock Auctioneer	5040	Motor Vehicle Emissions Inspector
4490	Livestock Buyer/Broker	5050	Motor Vehicle Emissions Mechanic
4500	Livestock Dealer	5060	Motor Vehicle Inspector
4510	Livestock Dealer Representative	5070	Motor Vehicle Lamp Mechanic
4520	Livestock Hauler	5080	Motor Vehicle Mechanic
4530	Lobbyist	5090	Motor Vehicle Representative
4540	Manufactured Home Broker	5100	Motor Vehicle Salesperson, New
4550	Manufactured Home Dealer/Salesperson	5110	Motor Vehicle Salesperson, Used
4560	Manufactured Home Inspector	5120	Municipal Auditor
4570	Manufactured Home Installer	5130	Mussel Dealer
4580	Manufactured Home Mechanic	5140	Mussel Sheller
4590	Marital Mediator	5150	Naprapath
4600	Marriage and Family Therapist	5160	Naturopath
4610	Marriage and Family Therapist Intern	5170	Notary Public
4620	Massage Therapist	5180	Nuclear Medicine Technician
4630	Mechanical Inspector	5190	Nuclear Medicine Technologist
4640	Mechanical Journeyman	5200	Nuclear Power Operator
4650	Mechanical Master	5210	Nurse Anesthetist
4660	Medical Assistant	5220	Nurse Midwife
4670	Medical Physicist	5230	Nurse Practitioner
4680	Medication Aide	5240	Nurse Specialist, Clinical
4690	Microbiologist, Public Health	5250	Nurse, Licensed Practical
4700	Midwife, Direct Entry	5260	Nurse, Psychiatric
4710	Milk Dealer	5270	Nurse, Public Health
4720	Milk Distributor	5280	Nurse, Registered
4730	Milk Equipment Installer	5290	Nursery Agent
4740	Milk Gathering Plant Manager	5300	Nursery Dealer
4750	Milk Grader/Sampler/Hauler	5310	Nursery Grower
4760	Milk Inspector	5320	Nursing Assistant
4770	Milk Laboratory Technician	5330	Nursing Home Administrator
4780	Milk Pasteurizer	5340	Nutrition Counselor

5350	Nutritionist	5910	Psychologist Associate
5360	Occupational Therapist	5920	Psychologist Intern
5370	Occupational Therapy Assistant	5930	Psychologist, Clinical
5380	Oculist	5940	Psychologist, Consulting
5390	Off-Track Betting Employee	5950	Pump Installer
5400	Oil Burner Technician	5960	Radiation Machine Inspector
5410	Oil Burner Technician Apprentice	5970	Radiation Therapist
5420	Optician	5980	Radiographer, Industrial
5430	Optician Apprentice	5990	Radiologic Technician
5440	Optician, Technician	6000	Radiologic Technologist
5450	Optometrist	6010	Radiology Practical Technologist
5460	Osteopath	6020	Radon Measurement Specialist
5470	Osteopath Assistant	6030	Radon Mitigation Specialist
5480	Paramedic	6040	Real Estate Appraiser
5490	Pawnbroker	6050	Real Estate Appraiser Intern
5500	Pest Control Applicator, Structural	6060	Real Estate Appraiser, Certified
5510	Pest Control Operator, Structural	6070	Real Estate Appraiser, General
5520	Pesticide Applicator	6080	Real Estate Appraiser, Registered
5530	Pesticide Applicator, Aerial	6090	Real Estate Appraiser, Residential
5540	Pesticide Dealer	6100	Real Estate Associate Broker
5550	Pesticide Operator	6110	Real Estate Auctioneer
5560	Pharmaceutical Clerk	6120	Real Estate Broker
5570	Pharmacist	6130	Real Estate Escrow Officer
5580	Pharmacy Assistant	6140	Real Estate Inspector
5590	Pharmacy Intern	6150	Real Estate Instructor
5600	Physical Therapist	6160	Real Estate Property Manager
5610	Physical Therapy Assistant	6170	Real Estate Salesperson
5620	Physician	6180	Real Estate Timeshare Salesperson
5630	Physician Assistant	6190	Recreational Therapist
5640	Pilot, Marine	6200	Reflexology Therapist
5650	Pipe Layer	6210	Refrigeration & Air Condition Technician
5660	Pipe Mechanic	6220	Refrigeration Journeyman
5670	Pipefitter, Apprentice	6230	Refrigeration Technician
5680	Pipefitter, Journeyman	6240	Refrigeration Trainee
5690	Pipefitter, Master	6250	Rehabilitation Counselor
5700	Plumber	6260	Repossessor Employee
5710	Plumber, Apprentice	6270	Repossessor Qualified Manager
5720	Plumber, Journeyman	6280	Reptile/Amphibian Collector
5730	Plumber, Master	6290	Research Animal Dealer
5740	Plumbing, Inspector	6300	Residential Care Administrator
5750	Podiatrist	6310	Residential Designer
5760	Polygraph Examiner	6320	Respiratory Care Technician
5770	Polygraph Intern	6330	Respiratory Care Trainee
5780	Pre-School Program Director	6340	Respiratory Therapist
5790	Private Investigator	6350	Sanitarian
5800	Private Investigator Agency Owner	6360	Sanitarian Intern
5810	Private Investigator Trainee	6370	School Administrator
5820	Produce Dealer	6380	School Audiologist
5830	Produce Dealers Agent	6390	School Business Official
5840	Produce Packer	6400	School Counselor
5850	Property Tax Agent	6410	School Dance Therapist
5860	Prosthetist	6420	School Guidance Counselor
5870	Psychiatric Aide	6430	School Librarian
5880	Psychological Examiner	6440	School Music Therapist
5890	Psychologist	6450	School Nurse
5900	Psychologist Assistant	6460	School Occupational Therapist

6470	School Physical Therapist	7020	Sweet Potato Dealer
6480	School Principal	7030	Tattoo Artist
6490	School Psychologist	7040	Tax Consultant
6500	School Social Worker	7050	Tax Preparer
6510	School Speech Pathologist	7060	Taxidermist
6520	School Superintendent	7070	Travel Agent
6530	School Supervisor	7080	Tree Injector
6540	Seafood Dealer	7090	Tree Surgeon
6550	Securities Agent	7100	TV/Radio Antenna Installer
6560	Securities Broker/Dealer	7110	TV/Radio Service Dealer
6570	Securities: Agent of Issuer	7120	TV/Radio Service Technician
6580	Securities: Investment Advisor	7130	TV/Radio Service Technician Apprentice
6590	Securities: Investment Advisor Representative	7140	Underground Storage Tank Cathodic Protector
6600	Security Alarm Company Manager	7150	Underground Storage Tank Consultant
6610	Security Alarm Employee/Installer	7160	Underground Storage Tank Inspector
6620	Security Alarm Salesperson	7170	Underground Storage Tank Installer/Remover
6630	Security Guard	7180	Underground Storage Tank Reliner
6640	Security Guard Agency Operator	7190	Underground Storage Tank Repairer
6650	Security Guard Agency Owner	7200	Underground Storage Tank Site Assessor
6660	Seed Broker	7210	Underground Storage Tank Subsurface Evaluator
6670	Seed Dealer	7220	Underground Storage Tank Supervisor
6680	Seed Labeler	7230	Underground Storage Tank Tester
6690	Seed Processor	7240	Underground Storage Tank Upgrader
6700	Seed Seller	7250	Underground Storage Tank: Soil Sampler
6710	Septic Tank Installer	7260	Uniform Dwelling Code Inspector
6720	Septic Tank Pumper	7270	Urban Planner
6730	Septic Tank Site Technician	7280	Veterinarian
6740	Sewage Disposal System Installer	7290	Veterinary Euthanasia Technician
6750	Sewage Hauler	7300	Veterinary Technician
6760	Sewer/Water Apprentice	7310	Voice Stress Analyst
6770	Sewer/Water Installer	7320	Warehouser
6780	Shell Fisher	7330	Waste Disposal Inspector
6790	Shooting Preserve Operator	7340	Waste Disposal Operator
6800	Social Service Aide	7350	Wastewater Collection Operator
6810	Social Service Worker	7360	Wastewater Treatment Operator
6820	Social Work Associate	7370	Water Conditioning Installer
6830	Social Work Technician	7380	Water Distribution Operator
6840	Social Worker	7390	Water Rights Surveyor
6850	Social Worker, Clinical	7400	Water Treatment Installer
6860	Social Worker, Independent	7410	Water Treatment Operator
6870	Soil Classifier	7420	Weatherization Inspector
6880	Soil Classifier-in-Training	7430	Weighmaster
6890	Soil Scientist	7440	Weights and Measures Mechanic
6900	Soil Tester	7450	Welder
6910	Solid Fuel Burner Technician, Apprentice	7460	Well Driller
6920	Solid Fuel Burner Technician, Master	7470	Well Drilling Operator
6930	Speech Pathologist	7480	Well Monitoring Supervisor
6940	Speech Pathology Aide	7490	Well Operator
6950	Sprinklerfitter, Journeyman	7500	Wireman, Residential
6960	Sprinklerfitter, Apprentice	7510	Workers Compensation Adjuster
6970	Steam Engineer	7520	Wrestler
6980	Storage Tank Inspector	7530	Wrestling Judge
6990	Storage Tank Installer	7540	Wrestling Manager
7000	Storage Tank Installer/Remover		
7010	Subcontractor		

7550 Wrestling Matchmaker
7560 Wrestling Promoter
7570 Wrestling Referee
7580 Wrestling Second
7590 Wrestling Timekeeper
7600 X-Ray Machine Servicer
7610 X-Ray Machine Operator
7620 X-Ray Technician
7630 X-Ray Technologist

Appendix K

JOB CLASSIFICATION

Appendix K provides information in reference to Data Element 5010 “Job Classification.” Included in this appendix are terms that are used to describe the duties and responsibilities of a staff position. This data element has two or more levels of options that are coded with four-digit numbers to better clarify the logical hierarchy of the options.

5010 **Job Classification**—A description of the specific group of duties and responsibilities of a position.

0100 Official-administrative—Performs management activities that require developing broad policies and executing those policies through direction of individuals at all levels. This includes high-level administrative activities performed directly for policy makers.

0101 Administrative/supervisory/ancillary services officer—Performs professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, marketing and development.

0102 Board of education/school board/board of trustees member—Performs activities as a member of a legally constituted body which has been created and vested with responsibilities for educational policy- and decision-making as specified in education codes and regulations in a given geographical area.

0103 Commandant of cadets—Performs executive management functions of the cadet corps, and is responsible for cadet promotions, leadership training, and the system utilized by the institution to maintain and administer disciplinary measures to promote order and decorum.

0104 Dean/dean of instructions/dean of students/dean of boys/dean of girls/dean of student activities—Oversees either academic/curriculum activities, or, student body activities and behaviors such as student government, school club, rally and assembly.

0105 Deputy/associate/vice-/assistant principal—Performs high-level executive management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: 1) supervising student behavior; 2) handling specific assigned duties related to school management; 3) continuing curriculum and staff development; 4) working cooperatively with professional staff; 5) providing leadership in the instructional program; and 6) coordinating and/or arranging class schedule.

0106 Deputy/associate/assistant superintendent/ commissioner—Performs high-level executive management functions for a superintendent in the areas of personnel, instruction, and/or administration such as business, transportation, food services, maintenance, operation, facility management/planning, and others. Such an assignment also includes performing the duties of the superintendent in his or her absence as assigned or designated.

0107 Executive assistant—Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.

0108 Instructional program director/coordinator/consultant—Coordinates, manages (including supervising other certified individuals), or directs activities and/or services (e.g., vocational education and special education) within an instructional program or area of instruction.

0109 Manager—Directs individuals and manages functional supporting services (e.g., financial aid) under the direction of a senior staff member. This includes directors/managers of purchasing agents, physical plant maintenance, management information and technology services, business managers, budget managers, and psychological services.

0110 Non-instructional program director/coordinator/consultant—Coordinates, manages (including supervising other certified individuals), or directs activities and/or services within a non-instructional program.

0111 Ombudsperson—Receives and investigates complaints made by individuals against alleged abuses resulting from capricious acts by administrative officials. The ombudsman usually works for the board of education in a quasi-official status.

0112 Principal/headmaster/headmistress/head of school—Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, selection and evaluation of professional and support staff, and the coordination of staff and student activities.

0113 School president—Implements short and long-range plans; performs recruitment, community relations, fund-raising, and other external functions; in some cases, supervises principal and establishes institutional operation philosophy to follow Board policy.

0114 School site council member—Performs activities as a member of an advisory body which has been created by state legislation to provide for an individual school advice/support on various school activities such as fund spending on a particular program.

0115 Superintendent/commissioner—Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of educational programs and all other activities which impact on those programs.

0200 Professional-educational—Performs duties requiring a high degree of knowledge and skills *generally acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education, educational psychology, educational social work, or an education therapy field.*

0201 Athletic coach—Instructs individuals in the fundamentals of a competitive sport and direct team or individual strategy.

0202 Behavioral management specialist—Performs analysis of students' inappropriate behaviors, devises interventions to change such behaviors, and monitors behavior improvement progress overtime.

0203 Counselor—Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.

0204 Curriculum specialist—Develops or supervises curriculum and instructional development activities. This assignment requires expertise in a specialized field and includes the curriculum consultant and curriculum supervisor.

0205 Education diagnostician—Diagnoses students who might need special education services and/or other educational interventions.

0206 Librarian/media consultant—Develops plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, services, multi-media, and information sources.

0207 Remedial specialist—Performs activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

0208 Student activity advisor/non-athletic coach—Instructs individuals in the fundamentals of a non-athletic activity and develops training and competition schedules.

0209 Student teacher—Provides learning experiences and care to students under the supervision of a certified teacher as part of a formalized higher education program of teacher preparation.

0210 Teacher—Provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.

0211 Teacher trainer—Provides instruction, learning experiences, and/or professional development activities to teachers during a particular time period or in a given discipline.

0212 Teaching intern—Provides instruction, learning experiences, and care to students while obtaining the necessary knowledge and skills in education and/or educational psychology.

0213 Resource teacher—Assists a classroom teacher by providing services to enrich the instruction of the students with special education needs.

0300 Professional-other—Performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) but not necessarily requiring skills in the field of education.

0301 Accountant—Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, audits, or verifies such records; and/or controls and certifies expenditures and receipts.

0302 Accreditation officer—Reviews and evaluates an organizational unit to certify the observation of legal requirements or prescribed standards for the operation of such units.

0303 Administrative intern—Performs administrative activities as part of a formal training program requiring supervision and periodic evaluation.

0304 Admissions officer—Examines academic records of students to determine eligibility for graduation or for entrance to school.

0305 Analyst—Examines, evaluates, and makes recommendations in such areas as cost, systems, curriculum, educational sectors, or other areas including management, research and assessment, policy, budget, and personnel.

0306 Architect—Performs activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities, modification of site, and overseeing the construction to ensure compliance with plans and specifications.

0307 Athletic trainer—Coordinates and implements training activities for athletes to improve their athletic performance.

0308 Attendance officer—Monitors compulsory attendance laws.

0309 Audiologist—Provides services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip-reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.

0310 Auditor—Performs activities concerned with examining, verifying, and reporting on accounting records.

0311 Benefits specialist—Organizes and provides information to employees about organizational fringe benefits.

0312 Campus minister/chaplain (clergy or layperson)—Performs religious functions in a school.

0313 Caseworker—Counsels and aids individuals and families requiring assistance of social service agencies and secures information on factors contributing to a clients situation. Counsels clients regarding plans for meeting needs and aids clients in mobilizing capacities and environmental resources to improve social functioning.

0314 Computer programmer—Prepares sets of instructions for a computer, based on project specifications, in order to solve problems.

0315 Computer systems analyst—Analyzes user requirements, procedures, and problems in processing or to improve and/or modify an existing computer system.

0316 Curator and archivist—Collects, classifies, preserves, and exhibits objects of interest in such fields as science, literature, history and art.

0317 Dental hygienist—Performs dental prophylactic treatments and instructs patients in the care of the teeth and mouth.

0318 Dentist—Diagnoses and treats diseases, injuries, and malformations of the teeth and gums.

0319 Dietitian/nutritionist—Plans and directs food service menu preparation including determining the nutritional value of food for meals.

0320 Engineer—Applies scientific and mathematical principles to practical ends such as the design, construction, and operation of efficient and economical structures, equipment, and systems.

0321 Evaluator—Determines the value or effect of plans, programs, and activities by appraisal of data and activities in light of specified goals and objectives (e.g. personnel evaluator).

0322 Family/community support coordinator—Fosters ties between the school, the family, and/or community by conducting services such as family education, the integration of community services, and/or direct intervention as needed.

0323 Financial aid officer—Reviews and assesses student applications for financial aid programs such as loans, grants-in-aid, or scholarships, in order to make determinations concerning assistance.

0324 Functional application support specialist—Assists individual computer users in a mini- or micro-computer [e.g., personal computer (PC)] environment to resolve hardware and software issues.

0325 Grant developer—Expands opportunities to obtain funds from outside parties in exchange for completion of a task.

0326 Historian—Prepares a chronological account or record of past or current events dealing with some phase of human activity, either in terms of individuals, social, ethnic, political, or geographic groupings.

0327 Internal auditor—Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.

0328 Interpreter—Translates consecutively or instantaneously from one language into another language using spoken and/or manual words (e.g., sign language interpreter).

0329 Lawyer—Practices law and performs such activities as conducting lawsuits, drawing up legal documents, and advising on legal rights.

0330 Legislative liaison—Coordinates with the legislature in the preparation of legislation, provides information to legislative committees and members, and testifies before such bodies.

0331 Negotiator—Performs such activities as resolving labor/management problems and helping to settle disputes and effect compromises. This includes representatives of either management or labor (e.g., shop stewards).

0332 Network administrator—Coordinates the inputs, outputs, and use of computer networks (e.g., local area networks (LAN) and wide area networks (WAN)).

0333 Nurse Practitioner—Performs the functions of a registered nurse either independently, or dependently with a written agreement of a medical doctor.

0334 Occupational therapist—Provides services that address the functional needs of an individual related to the following: 1) improving developing or restoring functions impaired or lost through illness, injury, or deprivation; 2) improving ability to perform

tasks for independent functioning when functions are impaired or lost; 3) preventing through early intervention, initial or further impairment or loss of function. The provider of these services is a certified, licensed, or otherwise qualified individual.

0335 Ophthalmologist—Provides specialized services in the care of the eye and its related structures.

0336 Optometrist—Treats optical and muscle defects of the eye without the use of drugs or surgery.

0337 Personnel officer/specialist—Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.

0338 Physical therapist—Facilitates remediation and compensation for deficits in foundation skills necessary for classroom and/or basic job performance, particular areas of emphasis include gross motor skills, functional mobility and gait, musculoskeletal alignment, strength, endurance, and positioning. Typical responsibilities include: screening, evaluation, and assessment of children to identify movement dysfunction; obtaining, interpreting, and integrating information appropriate to program planning, to prevent or alleviate movement dysfunction and related functional problems; and providing individual and group services to treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems. The provider of these services is a licensed, certified, or otherwise qualified professional.

0339 Physician—Diagnoses and treats diseases and disorders of the human body.

0340 Physician assistant—Provides health care services to patients under the direction and responsibility of a physician.

0341 Planning specialist—Performs activities concerned with selecting or identifying the goals, priorities, objectives, and projected trends of an organization and formulating the courses of action necessary to fulfill these objectives.

0342 Psychiatrist—Diagnoses and treats diseases and disorders of the mind.

0343 Psychologist—Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.

0344 Public relations/informational services officer—Attempts to foster good relations between an organization and the public as a whole, by planning and conducting programs to disseminate accurate information through such media as newspapers, radio and television, public forums, and civic activities, and by reviewing material for and directing preparation of publications.

0345 Recreational therapist—Plans, organizes, and directs medically-approved recreation programs for patients. Activities include sports, trips, dramatics, social activities, and arts and crafts.

0346 Recreation worker—Conducts group recreation activities; organizes and promotes activities such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.

0347 Registered nurse—Conducts a health service program at a school or system for the evaluation, improvement and protection of the health of students and school personnel in accordance with state law and local policies and procedures.

0348 Registrar—Coordinates and directs registration activities, including the compilation and analysis of registration data for administrative use.

0349 Rehabilitation counselor—Provides services in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability. The provider of these services is a certified, license, or otherwise qualified professional. The term also includes vocational rehabilitation services provided to students with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended.

0350 Research and development specialist—Performs activities concerned with systematic study and investigation using the products of research and judgement to improve programs.

0351 Respiratory therapist—Administers respiratory therapy care and life support to patients with deficiencies and abnormalities of the cardiopulmonary system, under the direction and responsibility of a physician.

0352 Social worker—Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Typical responsibilities include: 1) preparing a social or developmental history on a student with disabilities; 2) group and individual counseling with a student and his or her family; 3) working with those problems in a student's living situation (home, school, and community) that affect adjustment in school; 4) mobilizing school and community resources in order to enable the student to receive maximum benefit from his or her educational program; and 5) other related services as necessary. The provider of these services are certified, licensed, or otherwise qualified professionals.

0353 Speech pathologist/therapist—Diagnoses communicative disorders, plans, directs and participates in individual or group therapy sessions which focus on the remediation of specific articulation problems including: 1) identification of children with speech or language impairments; 2) diagnosis and appraisal of specific speech or language impairments; 3) referral for medical or other professional attention necessary for the habilitation of speech or language impairments; 4) provision of speech and language services for the habilitation or prevention of communicative impairments; and 5) counseling and guidance of parents, children, and teachers regarding speech and language requirements. The provider of these services are certified, licensed, or otherwise qualified professionals.

0354 Staff developer/teacher trainer—Plans, coordinates, and implements inservice training activities that help individuals to identify future career options and improve skills necessary to achieve them.

0355 Statistician—Plans surveys and collects, summarizes, and interprets numerical data, applying statistical theory and methods to provide usable information.

0356 Student personnel officer—Works with the family, school, and community to determine the cause of and provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.

0357 Tax assessor/collector—Provides services in the assessment of real and personal property for tax computation purposes and in the collection of taxes for the school or system.

0358 Transition coordinator—Provides services that: 1) strengthen and coordinate special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.

0359 Translator—Expresses in another language systematically to retain the original sense, primarily of written works.

0360 Volunteer coordinator—Oversees and coordinates the activity of individuals who enter into positions without the promise of compensation.

0361 Work study coordinator—Plans and conducts special education work-study programs. He or she confers with school and community personnel to impart information about program and to coordinate program functions with related activities.

0362 Writer/editor—Writes original prose materials and reviews manuscripts for distribution and/or publication.

0363 Mediator/intervention specialist—Specializes in serving as a third party to help resolve disputes between individuals and/or organizations.

0400 Paraprofessionals—Works alongside and assists professional individuals.

0401 Assistant counselor—Assists students, parents, teachers, or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.

0402 Bilingual aide—Assists in the instruction of students using more than one language for teaching content.

0403 Bilingual special education aide—Assists in the instruction of students in a special education program using more than one language for teaching content

0404 Career aide—Assists students in the process of choosing a profession or occupation.

0405 Child care giver—Assists in organizing and leading prekindergarten children in activities such as reading, drawing, and games.

0406 Computer aide—Assists and provides direction to computer users.

0407 Extra-curricular activity aide—Supervises school-sponsored activities that are not related to curriculum (e.g., sports), including all direct and personal services that are planned for student enjoyment.

0408 Financial aid specialist—Interviews students applying for financial aid, including loans, grants-in-aid, or scholarships, to determine eligibility for assistance.

0409 Monitor/prefect—Monitors the conduct of students in classrooms, detention halls, lunch rooms, playground, hallways, and places where alternatives to classroom instruction are provided (e.g., test sites).

0410 Library aide—Assists in the maintenance and operation of a library by aiding in the selection, ordering, cataloging, processing, and circulation of all media.

0411 Media center aide—Assists in the maintenance and operation of a media center by serving as a specialist in the organization and use of all teaching and learning resources, including hardware, content material and services.

0412 Psychologist assistant—Assists a psychologist with routine activities associated with providing psychological services.

0413 Teaching/classroom aide—Assists a teacher with routine activities associated with teaching (i.e., those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking).

0414 Teaching assistant—Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-range evaluative decisions regarding students. This includes individuals who may or may not be certified but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.

0415 Tutor—Provides academic instruction (e.g., in English, mathematics, and foreign language) to students requiring additional assistance outside of the classroom.

0500 Technical—Performs tasks requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two years of postsecondary education such as that which is offered in community/junior colleges and technical institutes, or through equivalent special study and/or on-the-job training.

0501 Audiometrist—Administers audiometric (hearing acuity) screening tests while under the direction and responsibility of an audiologist or physician.

0502 Computer technician—Installs and maintains computer hard- and software equipment.

0503 Drafter—Drafts detailed drawings, such as writing diagrams, layout drawings, mechanical detail drawings, and drawings of intermediate and final assemblies, used to manufacture, assemble, install, and repair electronic components, printed circuit boards, and other equipment.

0504 Engineering aide—Assists in planning and directing operations in a technical field.

0505 Graphic artist—Plans and arranges art layouts which illustrate programs or processes for publication, demonstration, and more effective communication.

0506 Inspector—Examines the condition of equipment and buildings as they relate to safety and health the condition of new construction as it relates to specifications and codes.

0507 Licensed practical nurse—Performs auxiliary medical services, such as taking and recording temperature, pulse, and respiration rate, and giving medication under the direction and responsibility of a physician or a registered nurse.

0508 Media technologist—Maintains and programs audio, video, and other media equipment.

0509 Photographer—Uses cameras and flashbulb equipment to photograph individuals and may take exposed film to a darkroom for processing and developing.

0510 Psychometrist—Measures the intellectual, social, and emotional development of individuals through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or a related professional.

0511 Purchasing agent—Buys supplies, equipment, and materials used in the operation of an organization.

0512 Speech language technician—Assists with the provision of speech and language services in collaboration with a speech pathologist.

0513 Supervisor—Supervises the day-to-day operations of a group of skilled, semiskilled, or unskilled workers (e.g., warehouse or garage workers). Frequently called a foreman or crew leader.

0600 Office/clerical/administrative support—Performs the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.

0601 Bookkeeping/accounting/auditing clerk—Keeps a systematic record of accounts or transactions and prepares statements reflecting those activities.

0602 Cashier—Collects and records payments received for items purchased.

0603 Computer operator—Operates computer and peripheral equipment to process data by entering commands using a keyboard or computer terminal.

0604 Data entry clerk—Enters information into a data processing format using data processing equipment.

0605 Dispatcher—Assigns vehicles and drivers to perform specific services and to record such information concerning vehicle movement as a school or system may require.

0606 Duplicating/photocopying assistant—Operates duplicating machines to print typewritten or handwritten documents directly from a master copy.

0607 Electrical and electronic repairers—Installs and repairs electric and electronics equipment.

0608 File clerk—Classifies records in alphabetical or numerical order or according to subject matter or other system.

0609 General office clerk—Performs such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, fax machines, typewriters, calculators, and word-processing equipment).

0610 Mail clerk—Routes mail, prepares outgoing materials for mailing, and maintains internal written communication systems.

0611 Messenger—Delivers messages, documents, packages, and other items to offices or departments within or outside of an organization.

0612 Office manager—Coordinates office services such as personnel, budget preparation and control, housekeeping, records control, and special management activities.

0613 Receptionist—Receives callers or visitors at the establishment, determine the nature of business, and directs callers or visitors to destinations.

0614 Records clerk—Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance) of an organization.

0615 Secretary—Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail.

0616 Stenographer—Takes dictation of correspondence, reports, and other materials in shorthand and operates a typewriter, wordprocessor, or computer to transcribe the dictated material.

0617 Stores/supplies handler—Receives, stores, and dispenses supplies, materials, and equipment.

0618 Switchboard/PBX operator—Operates a telephone switchboard and relays incoming, outgoing, and interoffice calls.

0619 Typist and wordprocessor—Operates a typewriter, computer or a wordprocessor to compile, type, revise, combine, edit, print, and/or store documents.

0700 Crafts and trades—Performs tasks requiring high manual skill level which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This assignment requires considerable judgement and a thorough and comprehensive knowledge of the processes involved in the work.

0701 Brick mason—Works with brick and similar materials in the construction, erection, and reparation of structures and fixtures.

0702 Carpenter—Constructs, erects, installs, and repairs wooden structures and fixtures.

0703 Cement mason—Works with cement and similar materials in the construction, erection, and reparation of structures and fixtures.

0704 Electrician—Plans, layouts, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment.

0705 HVAC mechanic—Services heating units, ventilation systems and air conditioners in buildings.

0706 Locksmith—Installs, repairs, rebuilds, and services mechanical or electrical locking devices using hand tools and specialized equipment.

0707 Maintenance repairers/general utility—Repairs and maintains buildings, machinery, electrical and mechanical equipment.

0708 Painter and paperhanger—Paints, varnishes, and stains or wallpaper the interior and/or exterior of buildings and fixtures.

0709 Plasterer—Applies and repairs plaster in the interior and/or exterior of buildings.

0710 Plumber—Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems.

0711 Printer—Makes copies by chemical or photographic means.

0712 Vehicle mechanic—Inspects, repairs, and maintains functional parts of mechanical equipment and machinery.

0800 Operative—Performs tasks requiring an intermediate level manual skills which can be mastered in a few weeks through limited training to operate machines. This includes bus drivers and vehicle operators.

0801 Bus driver—Drives a bus used in the service of a school or system.

0802 Other vehicle operator—Drives a vehicle such as a truck or automobile used in the service of a school or system.

0900 Laborer—Performs tasks requiring some manual skills which can be conducted with no special training. This includes individuals performing lifting, digging, mixing, loading, and pulling operations.

0901 Construction laborer—Performs any combination of duties on construction projects, usually working in utility capacity, by transferring from one task to another. Duties include measuring distances from grade stakes, signaling operators of construction equipment, and mixing concrete.

0902 Freight, stock, and materials handlers—Loads, unloads, and moves freight, stock, and other materials manually or with equipment that does not require technical skill to operate (e.g., wheel barrows, conveyor belts, etc).

0903 Garbage collector—Collects refuse in designated areas. May drive a truck and operate hoisting device that raises refuse bin into the opening of the truck body.

0904 Gardener—Works a plot of ground where herbs, fruits, flowers, or vegetables are cultivated.

0905 Groundskeeper—Maintains grounds that are owned, rented, or leased and used by a school or system. This does not include the operation of machinery requiring semi-skilled training or experience.

0906 Garage/parking-lot attendant—Patrols and monitors parking areas to prevent thefts of and from parked automobiles and collects parking fees from drivers.

0907 Vehicle washer/equipment cleaner—Washes vehicles and equipment with washing and rinsing solutions to remove debris. May manually dislodge debris from objects being washed and dry objects using a cloth or airhose.

1000 Service work—Performs tasks regardless of level of difficulty which relates to both protective and nonprotective supportive services.

1001 Bus monitor/crossing guard—Helps keep order on buses or other school or system modes of transportation. This includes traffic guards for loading buses, crossing guards for monitoring pedestrian traffic.

1002 Child care worker—Assists in implementing child care activities, including custodial functions.

1003 Cook/food preparer—Prepares and cooks foodstuffs in quantities according to menu and number of persons to be served.

1004 Custodian—Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air-conditioning systems; and the servicing of building equipment.

1005 Dietary technician—Advises and assists personnel in public and private establishments in food services systems by making recommendations for foods that will constitute nutritionally adequate meals.

1006 Elevator operator—Transports passengers and freight between floors of a building via an elevator.

1007 Facilities maintenance worker—Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.

1008 Food server—Serves sandwiches, salads, beverages, desserts and other kinds of food. May order items to replace stocks and collect money for purchases.

1009 Police officer—Maintains order, enforces the law, prevents and investigates crime in a school building and its surrounding areas.

1010 Resident/dormitory supervisor—Supervises a dormitory or building in which students reside.

1011 Security guard—Provides protection to individuals and safeguard the school facility.

1012 Extended day-care provider—Provides professional day-care services, whether at home or in a center, and who has satisfied any state requirement regarding those services.

9999 Other

Appendix L

PROGRAM TYPE

Appendix L provides information in reference to Data Element 5210 “Program Type.” Included in this appendix are examples of the educational programs in which staff members are involved. They are especially useful for policy analyses (e.g., to assess school performance or planning special programs). This data element has two or more levels of options that are coded with four-digit numbers to better clarify the logical hierarchy of the options.

5220 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.

0100 Regular education—A program that provides students from the prekindergarten level to grade 12 with learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level of students. This contrasts with that designed to improve or overcome physical, mental, social, and/or emotional disabilities.

0200 Special Education Services—A service, specially designed and at no cost to the parent/guardian, that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include specially designed instruction for students with any of the following: autism, deaf-blindness, developmental delay (to age 9), hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health information.

0201 Early identification—A service that develops and implements a formal plan for identifying a disability as early as possible in a child's life.

0202 Early intervention—A service that: 1) is designed to meet the developmental needs of each child eligible under Part C of the Individuals with Disabilities Education Act (IDEA) of 1997 and the needs of the family related to enhancing the child's development; 2) is selected in collaboration with the parents; 3) is provided under public supervision by qualified personnel; 4) is in conformity with an individualized family service plan; and 5) is offered at no cost, unless federal or state law provides for a system of payments by families, including a schedule of sliding fees; and 6) meets the standards of the state.

0203 Service for individuals with autism—A service of instruction or services for students with a developmental disability significantly affecting verbal and non-verbal communication and social interaction, generally evident before age three, which adversely affects educational performance. Characteristics of autism include irregularities and impairments in communication, engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. This does not include services for children with characteristics of the disability "serious emotional disturbance."

0204 Service for individuals with deaf-blindness—A service of instruction or services for students with concomitant hearing and visual impairments which cause such severe communication and other developmental and educational problems that an individual with deaf-blindness cannot be accommodated in special education services solely for deaf or blind individuals.

0205 Service for individuals with mental retardation—A service of instruction or services for students with significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior that is manifested during the developmental period, which adversely affects an individual's educational performance.

0206 Service for individuals with hearing impairment—A service of instruction or services for students with either: 1) a hearing impairment which is so severe that an individual is impaired in processing linguistic information through hearing with or without amplification (which would be considered to be a state of deafness), and which adversely affects his or her educational performance; or 2) a hearing impairment whether permanent or fluctuating (which would not be considered to be a state of deafness) that adversely affects an individual's educational performance.

0207 Service for individuals with visual impairment—A service of instruction or services for students with a visual impairment which, even with correction, adversely affects an individual's educational performance. This includes service for both partially seeing and blind individuals.

0208 Service for individuals with orthopedic impairment—A service of instruction or services for students who have a severe orthopedic impairment which adversely affects an individual's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot or absence of some member), impairments caused by some disease (e.g., poliomyelitis or bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns which cause contractures).

0209 Service for individuals with speech or language impairment—A service of instruction or services for those students who have a communication disorder such as stuttering, impaired articulation, and language or voice impairments which adversely affect an individual's educational performance.

0210 Service for individuals with serious emotional disturbance—A service of instruction or services for: 1) those individuals exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects an individual's performance:

- a. An inability to learn that cannot be explained by intellectual, sensory, or health factors;
- b. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers;
- c. Inappropriate types of behavior or feelings under normal circumstances;
- d. A general pervasive mood of unhappiness or depression; or
- e. A tendency to develop physical symptoms or fears associated with personal or work problems.

or 2) schizophrenic individuals. This does not include services for those individuals who are socially maladjusted unless it is determined that they are seriously emotionally disturbed.

0211 Service for individuals with specific learning disabilities—A service of instruction or services for those students who have a disorder in one or more of the basic psychological processes involved in understanding or in using language whether spoken or written, which may manifest itself as an imperfect ability to listen, think, read, write, spell, or perform mathematical calculations. This includes services for individuals with such conditions as perceptual impairments, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia; but does not include individuals who have learning problems which are primarily the result of visual, hearing, or motor impairments, mental retardation, emotional disturbance or environmental, cultural, or economic disadvantage.

0212 Service for individuals with multiple disabilities—A service of instruction or services for those students who have concomitant impairments (e.g., mental retardation-blind or mental retardation-orthopedic impairments) which cause such severe educational problems that an individual with multiple disabilities cannot be accommodated in special education services solely for one of the impairments. This does not include deaf-blindness.

0213 Service for individuals with traumatic brain injury—A service of instruction or services for those individuals that acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. The term does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

0214 Psychological service—A service that includes 1) administering psychological and educational tests, and other assessment procedures; 2) interpreting assessment results; 3) obtaining, integrating, and interpreting information about child behavior and conditions relating to learning; 4) consulting with other staff members in planning school programs to meet the special needs of children as indicated by psychological tests, interviews, and behavioral evaluations; 5) planning and managing a program of psychological services, including psychological counseling for children and parents; and 6) assisting in developing positive behavioral intervention strategies.

0215 Cross categorical—A service of instruction or services that focuses on more than one specific type of disability and in which individuals with different types of disabilities are served.

0216 Service for individuals with developmental delay—A service of instruction or services for students who are experiencing developmental delays in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development.

0299 Other—Other special education service which cannot be classified above.

0300 Vocational education—Organized educational programs offering a sequence of courses that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.

0301 Agriculture—A vocational program that prepares students with the knowledge, skills, and understanding necessary to enter a wide range of agriculturally related occupations.

0302 Consumer and home-making—A vocational program that prepares students with the knowledge, skills, and understanding relevant to personal, home and family life.

0303 Marketing—A vocational program that teaches about the promotion and distribution of goods and services from the producer to the consumer including appropriate utilization.

0304 Health—A vocational program that prepares students with the knowledge, skills, and understanding necessary to enter a wide range of occupations that support health professionals.

0305 Technology/industrial arts—A vocational program that prepares students with the understanding about all aspects of industry and technology. These activities include

experimenting, designing, constructing, and evaluating; using tools, machines, materials; and using processes which may help individuals make informed and meaningful occupational choices, or may prepare them to enter advanced trade, industrial or technical education programs.

0306 Occupational home economics—A vocational program that prepares students with the knowledge, skills, and understanding relevant to occupational home economics.

0307 Business—A vocational program that prepares, upgrades, or retrain students for selected business occupations.

0308 Technical—A vocational program that prepares students for job opportunities in a specialized field of technology.

0309 Trade and industrial—A vocational program that prepares students for initial employment in a wide range of trade and industrial occupations.

0399 Other vocational education—Other vocational education activities that cannot be classified by the categories above.

0400 Technical preparatory—A program that offers four-year planned sequence of vocational-technical instruction beginning in the eleventh year of high school. The sequence extends through two years of postsecondary occupational education or an apprenticeship program of at least two years following secondary instruction, and culminates in a certificate or associate degree.

0500 Head Start—A federally funded child development program that provides health, educational, nutritional, social, and other services primarily to economically disadvantaged preschool children, including Indian children on federally recognized reservations, and children of migratory workers and their families; and involves parents in activities with their children so that the children will attain overall social competence. Examples of Head Start demonstration projects include Comprehensive Child Development Program, Family Service Centers, and Head Start/Public School Early Childhood Transition Projects.

0600 Even Start—A program that provides family-centered education projects which help parents become full partners in the education of their children, assists children in reaching their full potential as learners, and provides literacy training for their parents. The purpose of this program is to integrate early childhood education and adult education for parents into a program that builds on existing community resources.

0700 Migrant education—A program of instruction and services for those children who move periodically with their families from one school to another in a different geographical area in order that a parent or other member of the immediate family may secure seasonal employment.

0800 Indian education—A program of instruction and services for those children who are American Indian or Alaskan natives.

0900 Compensatory services for disadvantaged students—A program of instruction and/or services which is designed for economically disadvantaged and/or academically challenged children. Services primarily consist of educational support services, counseling, and other supplemental non-instructional support.

1000 Bilingual education program—A program of instruction and services that uses more than one language to teach a content area. Students served by this program may or may not be proficient in English.

1001 Curriculum content in native language—A program in which instruction and academic content are taught in a student's native, non-English language.

1002 Developmental bilingual education—A program in which students with the same non-English language background receive language arts and content area instruction in both the student's native language and English.

1003 Native language support—A program in which reading is initially taught in both the students' non-English home language and their second language (English) until their English is proficient enough for them to participate successfully in a regular classroom. Use of the non-English home language is phased out as regular English instruction is gradually phased in. This is also known as transitional bilingual education.

1004 Two-way bilingual education—A program in which native English-speaking and non-native-English speaking students are placed together to receive language arts and content area instruction in English and another non-English language.

1100 English as a second language (ESL) program—A program of instruction and services in which students identified as limited English proficient are placed in regular immersion instruction for most of the school day but receive extra instruction in English for part of the day. This extra help is based on a special curriculum designed to teach English as a second language and to develop the student's ability to use the English language in an academic setting. The non-English home language may or may not be used in conjunction with ESL instruction.

1101 Content ESL—A program of language development that goes beyond the teaching of basic vocabulary and grammar skills, and is designed to parallel English language instruction for native speakers in content and approach; English vocabulary and mechanics are often embedded in engaging content and/or literature.

1200 Gifted and talented—Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts).

1300 Cocurricular programs—A program of activities that are related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to cocurricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.

1400 Athletics—School-sponsored activities, under the guidance and supervision of school staff, that provide opportunities for students to pursue various aspects of physical education.

1500 Adult/continuing education—A program of instruction provided by an adult/continuing education instructional organization for adults and youth beyond the age of compulsory school attendance.

1501 Adult basic education—A program which provides learning experiences concerned with providing the fundamentals to adults who have never attended school or who have not completed formal schooling. These individuals need knowledge and skills to raise their level

of education to increase self confidence and/or self determination, to prepare for an occupation, and to function more responsibly as citizens in a democracy.

1502 Adult English as a second language—A program which provides learning experiences for adults with a non-English background to develop the English language skills necessary to successfully participate in an English-speaking environment.

1503 Advanced adult basic education—A program which provides learning experiences designed to develop the knowledge, skills, understanding, attitudes, and behavioral characteristics considered to be needed by adults who may or may not have completed formal schooling. These individuals have accepted adult roles and responsibilities and are preparing for postsecondary careers and/or postsecondary education programs.

1504 Life enrichment—A program which provides learning experiences offering skills, knowledge, and understanding designed primarily for enjoyment without regard to a vocation.

1505 Occupational—A program which provides learning experiences offering the knowledge, skills, and understanding required to prepare learners for immediate employment in an occupation or cluster of occupations.

1506 Retraining for new occupation—A program which provides learning experiences offering skills, knowledge, and understanding required for preparation for employment in a new and different occupation.

1507 Special interest—A program which provides learning experiences offering the skills, knowledge, and understanding required to prepare adults for a subordinate occupation in addition to their vocation. Such programs also are referred to as avocational programs.

1508 Upgrading in current occupation—A program which provides learning experiences offering the skills, knowledge, and understanding designed primarily to extend or update workers' competencies for occupations in which they are employed.

1509 General Educational Development (GED) preparation—A program which provides learning experiences designed to develop the knowledge, skills, and understanding required for the successful completion of the Test of General Educational Development (GED).

1599 Other adult/continuing education—Other adult/continuing education program which cannot be classified in any of the categories above

1600 Community/junior college education program—Postsecondary education institutions, commonly organized into two-year programs, which offer instruction that has usually been adapted in content, level and schedule to meet the needs of the community in which they are located. Community or junior colleges generally offer a comprehensive curriculum which includes basic liberal arts, science, occupational, general education and adult education components. The program awards an Associate of Arts (A.A.) certificate to those who successfully complete the requirements.

1700 Community services program—A program of activities which are not directly related to the provision of educational services in a school system. These include services provided to the community as a whole or some segment of the community.

1701 Civic services—A program of activities concerned with providing services to civic affairs or organizations. This includes services to parent-teacher association meetings, public forums, lectures, and civil defense planning.

1702 Community recreation—A program of activities concerned with providing recreation for the community as a whole, or for some segment of the community. This includes such staff activities as organizing and supervising playgrounds, swimming pools, and similar programs.

1703 Coordination of casework—A program of activities designed to manage the counsel and aid given to individuals and families requiring assistance of social service agencies.

1704 Custody and child care services—A program of activities pertaining to the provision of programs for the custodial care of children in residential day schools, or child care centers which are not part of, or directly related to, the instructional program, and where the attendance of the children is not included in the attendance figures for the school or school system.

1705 Public library services—A program of activities pertaining to the operation of public libraries by a school or school system, or the provision of library services to the general public through the school library. This includes such activities as budgeting, planning and augmenting the library's collection in relation to the community, and informing the community of public library resources and services.

1706 Welfare activities—A program of activities pertaining to the provision of personal needs of individuals who have been designated as needy by an appropriate governmental entity. These needs include stipends for school attendance, salaries paid to students for work performed (whether for the school, school system, or for an outside source), and for clothing, food, or other personal needs.

1799 Other community services—Other community services program provided to the community which cannot be classified above.

1800 Substance abuse education/prevention—A program that provides a variety of services including: 1) individual, group, and/or family counseling; 2) knowledge and skill-enhancing activities; and 3) structured groups that focus on family dynamics, problem solving, self-esteem, and/or similar issues. These programs care for students who are at risk of drug abuse, for example, those who are currently in an experimental stage (light use), who have family members or peer groups who use alcohol or drugs, or who have behavioral, emotional, or other problems at home, in school, in the community, or with the criminal justice system. Substance abuse education programs also offer presentations about the risks of substance use to students at their schools as well as in various other community settings.

1900 Student retention—A program that develops and implements educational strategies and practices including special instructional methods and materials to encourage students to remain in school and complete their elementary and secondary education.

2000 Extended day/child care services—A program that provides custodial care of students enrolled in a school or system before school day starts and/or after a school day ends.

2100 Counseling services—A program that helps a student to better identify his or her perceived educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; use his or her abilities in formulating realistic plans; and achieve satisfying personal and social development.

2200 Immigrant education—A program of instruction and services designed and implemented especially for those children who have immigrated to the United States.

2300 College preparatory—A program that provides learning experiences that focus primarily on knowledge and skills considered to be needed by students desiring further education in postsecondary education. These experiences are usually achieved in secondary education.

2400 International Baccalaureate—A program established to provide an internationally recognized, interdisciplinary, pre-collegiate course of study. Its curriculum is designed to qualify students, especially those who are internationally mobile, for college admission. Upon completion of this program, a student may receive an International Baccalaureate diploma.

2500 Magnet/Special Program Emphasis—A school within the public education system that has been designed: 1) to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and /or 2) to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).

2600 Alternative education—An instructional program that: 1) addresses needs of students which cannot typically be met in a regular school/program; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.

2700 Library/media services—A program that provides library and media services to students and school staffs. Services include selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials; furnishing reference and bibliographical services; selecting music, films, or other audio-visual materials for programs.

2800 Health services—A program that provides physical and mental health services which are not direct instruction, including medical, dental, and nursing services provided for students.

2900 Remedial education—A program that is designed to develop specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

3000 School-To-Work Opportunities—A program that meets the system components which: 1) integrates work-based and school-based learning; 2) integrates occupational and academic learning; 3) provides linkages between secondary education and postsecondary education/job opportunity; and 4) is a partnership involving participation of educators, employers, governments, local communities, and other public or private organizations. The purpose of this program is to assist youths in making effective transitions from school to career-oriented work. Program examples include tech-prep education, career academies, youth apprenticeships, cooperative education, school-to-apprenticeship, business-education compacts, and school-sponsored enterprises.

3100 Service learning—A program that is designed to help students develop a deeper understanding of academic subjects through participation in meaningful service to their school or community.

9999 Other—Other programs which cannot be classified above.

Appendix M

FUNCTION TYPE

Appendix M provides information in reference to Data Element 5220 “Function Type.” Included in this appendix are examples of the educational activities purposes in which staff members are involved. This data element has two or more levels of options that are coded with four-digit numbers to better clarify the logical hierarchy of the options. The code numbers for this option list correspond to those used in *Financial Accounting for Local and State School Systems (1990)* (often referred to as *Handbook 2R²*, July 1990, available from the National Center for Education Statistics).

5260 **Function Type**—The purpose of the program activities to which an individual is assigned as related to students.

1000 Instruction—Activities which involve direct interaction between teachers and students. Instruction may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving cocurricular activities. It may also be provided through some other approved medium such as television, radio, telephone, computer and correspondence. This includes aides and classroom assistants of any type (e.g., clerks or graders) who assist in the instructional process.

2000 Support services—Services to provide administrative, technical, personal (e.g., guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services and enterprise programs, rather than as entities within themselves.

2100 Student support services—Activities to assess and improve the well-being of students and to supplement the instructional process.

2110 Attendance and social work—Activities to improve student attendance at school and which attempt to prevent or solve student problems involving the home, school, and community. They also include registration activities for adult education programs.

2111 Supervision of attendance and social work—Activities to direct, manage, and supervise attendance and social work services.

2112 Attendance services—Activities to promptly identify non-attendance patterns, promote improved attitudes toward attendance, analyze causes of non-attendance, act on non-attendance problems, and enforce compulsory attendance laws.

2113 Social work services—Activities to investigate and diagnose student problems arising out of the home, school, or community; provide casework and group work services for the child, parent, or both; interpret the problems of students for other staff members; and promote modification of the circumstances surrounding the individual student which are related to his or her problem.

2114 Student accounting services—Activities to acquire and maintain records of school attendance, location of home, family characteristics, and other census data. Portions of these records become a part of the cumulative record which is sorted and stored for teacher and guidance

information. These include the preparation of pertinent statistical reports.

2119 Other attendance and social work services—Other attendance and social work services which cannot be classified above.

2120 Guidance services—Activities to counsel with students and parents; consult with other staff members on learning problems; evaluate the abilities of students; assist students as they make their own educational and career plans and choices; assist students in personal and social development; provide referral assistance; and work with other staff members in planning and conducting guidance programs for students.

2121 Supervision of guidance services—Activities to direct, manage, and supervise guidance services.

2122 Counseling services—Activities to help a student to better identify his or her perceived educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counsees, between students and students, and between counselors and other staff members.

2123 Appraisal services—Activities to assess student characteristics which are used in administration, instruction, and guidance; and assist the student in assessing his or her purposes and progress in personality and career development.

2124 Information services—Activities to disseminate educational, occupational, and personal/social information to help acquaint students with the curriculum and also with educational and vocational opportunities and requirements. Such information might be provided directly to students through group activities or it might be provided indirectly to students through other staff members or parents.

2125 Record maintenance services—Activities to compile, maintain, and interpret cumulative records for individual students, including systematic consideration of such factors as home and family background, physical and medical status, standardized test results, personal and social development and school performance.

2126 Placement services—Activities to help place students in appropriate situations. These could be educational situations, part-time employment while in school, and appropriate educational and occupational situations after they leave school. These activities also help ease the students' transition from one educational experience to another. The transition may include, for example, admissions counseling, referral services, assistance with records, and follow-up communications with employers.

2129 Other guidance services—Other guidance services which cannot be classified above.

2130 Health services—Activities to provide physical and mental health services which are not direct instruction. They include activities that provide students with appropriate medical, dental, and nursing services.

2131 Supervision of health services—Activities to direct, engage, and supervise health services.

2132 Medical services—Activities to improve the physical and mental health of students such as health appraisal, including screening for vision, hearing deficiencies and communicable diseases; screening for psychiatric services; periodic health examinations; emergency injury and illness care; and communications with parents and medical officials.

2133 Dental services—Activities to perform dental screening, dental care, and orthodontic activities.

2134 Nursing services—Activities to perform nursing such as health inspection, treatment of minor injuries, and referrals for other health services.

2139 Other health services—Other health services which cannot be classified above.

2140 Psychological services—Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about student behavior; and working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests and behavioral evaluation. They also include planning and managing a program of psychological services encompassing psychological counseling for students, staff, and parents.

2141 Supervision of psychological services—Activities to direct, manage, and supervise psychological services.

2142 Psychological testing services—Activities to administer psychological tests, standardized tests, and inventory assessments. These tests measure ability, aptitude, achievement, interests, and personality. These activities also include interpretation of these measurements for students, other staff members, and parents.

2143 Psychological counseling services—Activities to help students perceive, clarify, and solve problems of adjustment and interpersonal relationships. These activities take place between a school psychologist or other qualified individual as counselor, and one or more students as counselees.

2144 Psychotherapy services—Activities to help students to perceive, clarify, and work through emotional problems or disorders. These activities involve a therapeutic relationship between a qualified mental health professional and one or more students.

2149 Other psychological services—Other psychological services which cannot be classified above.

2150 Speech pathology and audiology services—Activities to identify, assess, and treat students with speech, hearing, and language impairments.

2151 Supervision of speech pathology and audiology services—Activities to direct, manage, and supervise speech pathology and audiology services.

2152 Speech pathology services—Activities to identify students with speech and language disorders; diagnose and appraise specific speech and language disorders; refer problems for medical or other professional attention necessary to treat speech and language disorders; provide required speech treatment services; and counsel and guide students, parents, and teachers.

2153 Audiological services—Activities to: 1) identify individuals with hearing loss; 2) determine the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provide habilitating activities such as language habilitation, auditory training, speech reading (lipreading), hearing evaluation, and speech conservation; 4) create and administer programs for prevention of hearing loss; 5) counsel and guide students, parent/guardians, and teachers regarding hearing loss; and 6) determine an individual's need for group and individual amplification, select and fit an appropriate aid, and evaluate the effectiveness of amplification.

2159 Other speech pathology and audiology services—Other speech pathology and audiology services which cannot be classified above.

2190 Other student support services—Other student support services which cannot be classified above.

2200 Instructional staff support services—Activities to assist the instructional staff with content and process of providing learning experiences for students.

2210 Improvement of instructional services—Activities to primarily assist the instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These include curriculum development, techniques of instruction, child development, and staff training.

2211 Supervision of improvement of instruction services—Activities to direct, manage, and supervise the improvement of instructional services.

2212 Instruction and curriculum development services—Activities to assist teachers in developing the curriculum, preparing and utilizing special curriculum materials, and becoming acquainted with the various techniques which stimulate and motivate students.

2213 Instructional staff training services—Activities to promote the professional or occupational growth and competence of members of the instructional staff during the time of their service to the school or school system. These include workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves.

2219 Other improvement of instruction services—Other improvement of instruction services which cannot be classified above.

2220 Educational media services—Activities to coordinate the use of hardware, devices, content materials (including printed and non-printed sensory materials), methods, or experiences for teaching and learning purposes.

2221 Supervision of educational media services—Activities to direct, manage, and supervise educational media services.

2222 School library services—Activities to select, acquire, prepare, catalog, and circulate books and other printed materials; plan the use of the library by students, teachers and other members of the instructional staff; and guide individuals in their use of library books and materials whether maintained separately or as a part of an instructional materials center and/or related work study area.

2223 Audiovisual services—Activities to select, prepare, care for, and make available to the instructional staff: equipment, films, filmstrips, transparencies, tapes, television programs, and other similar materials, whether maintained separately or as a part of an instructional materials center. These activities include an audiovisual center, television studio, related work-study areas, and the services provided by audiovisual personnel.

2224 Educational television services—Activities to plan, program, write, and present educational programs or segments of programs by closed circuit or broadcast television.

2225 Computer-assisted instruction services—Activities to plan, program, write, and present educational lessons which have been especially programmed for a computer to be used as the principal medium of instruction.

2229 Other educational media services—Other educational media services which cannot be classified above.

2290 Other instructional staff support services—Other instructional staff support services which cannot be classified above.

2300 General administration support services—Activities to establish and administer policy for operating a school system.

2310 Board of education services—Activities to perform the duties of an elected body which has been created according to state law and vested with responsibilities for educational activities in a given administrative unit.

2311 Supervision of board of education services—Activities to direct, manage, and supervise the general operation of the board of education. These include the activities of the members of the board of education, but do not include any special activities defined in other areas of responsibility described below. They also include any activities of the district performed in support of the school district meeting. These may include legal activities such as interpreting the laws and statutes and general liability situations, and the activities of external auditors.

2312 Board secretary/clerk services—Activities to perform the duties of the secretary or clerk of the board of education.

2313 Board treasurer services—Activities to perform the duties of the treasurer of the board of education

2314 Election services—Activities to perform duties involved with any school system election, including the election of officers and bond elections.

2315 Tax assessment and collection services—Activities to perform duties involved with tax assessment and collection.

2316 Staff relations and negotiations services—Activities to perform duties involved with staff relations systemwide and contractual negotiations with both instructional and non-instructional personnel.

2319 Other board of education services—Other board of education services which cannot be classified above.

2320 Executive administration services—Activities to perform the overall general administration or executive duties of the entire school system.

2321 Office of the superintendent services—Activities to direct and manage all affairs of the school system. These are performed by the superintendent and such assistants as deputy, associate, and assistant superintendents. These include activities of all personnel and materials in the office of the chief executive officer.

2322 Community relations services—Activities to develop and operate systemwide programs for the bettering of school/community relations.

2323 State and federal relations services—Activities to develop and maintain good relations with state and federal officials. These include grant procurement activities.

2329 Other executive administration services—Other executive administration services which cannot be classified above.

2400 School administration support services—Activities to perform the overall administrative duties for a school.

2410 Office of the principal services—Activities to direct and manage the operation of a particular school. These include activities performed by the principal, assistant principals, and other assistants when they supervise all operations of the school, evaluate individuals of the school, assign duties to individuals, supervise and maintain the school records, and coordinate school instructional activities with those of the school or school system. These activities also include the work of clerical staff in support of teaching and administrative duties.

2419 Other school administration support services—Other school administration services which cannot be classified above.

2500 Business support services—Activities to pay, transport, exchange, and maintain goods and services for a school or school system. They include fiscal and internal services necessary for operating the school or school system. These include the activity of the chief business official.

2510 Fiscal services—Activities to perform the fiscal operations of a school or school system. These include budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing and managing funds.

2511 Supervision of fiscal services—Activities to direct, manage, and supervise the fiscal service area. These include the activities of the assistant superintendent, director, or school business official who directs and manages fiscal activities.

2512 Budgeting services—Activities to supervise budget planning, formulation, control, and analysis of finances.

2513 Receiving and disbursing funds services—Activities to take in and pay out money. These include the current audit of receipts; the pre-audit of requisitions and purchase orders to determine whether the amounts are within the budgetary allowances, and determining that disbursements are lawful expenditures of a school or school system; and the management of school funds.

2514 Payroll services—Activities to periodically pay individuals entitled to remuneration for services rendered. Payments are also made for such payroll associated costs as federal income tax withholding, retirement, and social security.

2515 Financial accounting services—Activities to maintain the financial records and transactions of a school or school system. These include accounting and interpreting financial transactions and account records.

2516 Internal auditing services—Activities to verify account records including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.

2517 Property accounting services—Activities to prepare and maintain current inventory records of land, buildings, and equipment. These records are to be used in equipment control and facilities planning.

2519 Other fiscal services—Other fiscal services which cannot be classified above.

2520 Purchasing services—Activities to purchase supplies, furniture, equipment, and materials used in a school or school system.

2530 Warehousing and distributing services—Activities to receive, store, and distribute supplies, furniture, equipment, materials, and mail. These include cash collection and transportation from school facilities to the central administration office or bank for control and/or deposit.

2540 Printing, publishing, and duplicating services—Activities to print and publish administrative publications such as annual reports, school directories, and manuals. These include centralized services for duplicating school materials and instruments such as school bulletins, newsletters, and notices.

2590 Other business support services—Other business support services which cannot be classified above.

2600 Operation and maintenance of plant services—Activities to keep the physical plant open, comfortable, and safe for use, and keep the grounds, buildings, and equipment in effective working condition and state of repair. These include maintaining safety in school buildings, grounds, and in the vicinity of schools.

2610 Supervision of operation and maintenance of plant services—Activities to direct, manage, and supervise the operation and maintenance of the school plant facilities.

2620 Operating buildings services—Activities to keep the physical plant clean and ready for daily use. These include operating the heat, light, and ventilation systems and repairing and replacing facilities and equipment.

2630 Care and upkeep of grounds services—Activities to maintain and improve the land. These include snow removal, landscaping, ground maintenance, and similar activities.

2640 Care and upkeep of equipment services—Activities to maintain equipment owned or used by the school or school system. These include servicing and repairing furniture, machines, and movable equipment.

2650 Vehicle servicing and maintenance services—Activities to maintain general purpose vehicles other than student transportation vehicles such as trucks, tractors, graders, and staff vehicles. These include repairing vehicles, replacing vehicle parts, preventative maintenance servicing, cleaning, painting, greasing, fueling, and inspecting vehicles for safety.

2660 Security services—Activities to maintain order and safety in school buildings, grounds, and in the vicinity at all times. These include police activities for school functions, traffic control on the grounds and in the vicinity, building alarm systems, and hall monitoring services.

2690 Other operation and maintenance of plant services—Other operation and maintenance of plant services which cannot be classified above.

2700 Student transportation services—Activities to convey students to and from school, as provided by state and federal law. These include trips between home and school, and trips to school activities. They also include specialized equipment (such as special or adapted buses, lifts, and ramps), if required to provide special transportation for a child with a disability.

2710 Supervision of student transportation—Activities to direct, manage, and supervise student transportation services.

2720 Vehicle operation services—Activities to operate vehicles for student transportation from the time the vehicles leave the point of storage until they return to storage. These include driving buses or other student transportation vehicles.

2730 Monitoring services—Activities to supervise students in the process of being transported between home and school or between school and school activities. Such supervision can occur while students are in transit, while they

are being loaded and unloaded, and in directing traffic at the loading and unloading stations.

2740 Vehicle servicing and maintenance services—Activities to maintain student transportation vehicles. These include repairing vehicles, replacing vehicle parts, cleaning, painting, fueling, and inspecting vehicles for safety.

2750 Driver training services—Activities to ensure and maintain safety standards of driver's skills to operate student transportation vehicles. These include training and testing of school bus drivers.

2790 Other student transportation services—Other student transportation services which cannot be classified above.

2800 Central support services—Activities, other than general administration, to support each of the other instructional and support services programs. These include planning, research and development, evaluation, information, staff, statistical, and data processing services.

2810 Planning, research, development, and evaluation services—Activities to conduct and manage programs of planning, research, development, and evaluation for a school system on a systemwide basis.

2811 Supervision of managing, planning, research, development, and evaluation services—Activities associated with the direction, management, and supervision of planning, research, development, and evaluation services.¹

2812 Planning services—Activities to select or identify overall, long-range goals, priorities and objectives of an organization or program; and formulate various courses of action needed to achieve those goals. This is done by identifying needs and relative costs and benefits of each course of action.*

2813 Research services—Activities to perform systematic study and investigation of various aspects of education undertaken to establish facts and principles.*

2814 Development services—Activities to deliberate evolving process of improving educational programs.*

2815 Evaluation services—Activities to ascertain or judge the value or amount of an action or an outcome. This is done through careful appraisal of previously specified data in light of a particular situation and the goals and objectives previously established.*

2819 Other planning, research, development, and evaluation services—Other planning, research, development, and evaluation services which can not be classified above.*

¹ Entry has been added in this volume and cannot be found in *Financial Accounting for Local and State School Systems 1990* (often referred to as *Handbook 2R2*), July 1990, available from the National Center for Education Statistics.

2820 Information services—Activities to write, edit, and prepare materials for disseminating educational and administrative information to students, staff members, managers, or the general public through direct mailing, the various news media, or personal contact.

2821 Supervision of information services—Activities to direct, manage, and supervise information services.

2822 Internal information services—Activities to write, edit, and provide administrative information to students and staff members.

2823 Public information services—Activities to write, edit, and prepare materials for disseminating educational and administrative information to the public through various news media or personal contact.

2824 Management information services—Activities to write, edit, and prepare materials for disseminating to management the needed information about the operation of the school or school system, and the community, state, and nation, in order to make logical decisions.

2829 Other information services—Other information services which cannot be classified above.

2830 Staff services—Activities to maintain an efficient staff for a school or school system. These include recruiting and placement, staff transfers, inservice training, health services, and staff accounting.

2831 Supervision of staff services—Activities to direct, manage, and supervise staff services.

2832 Recruitment and placement services—Activities to employ and assign personnel for a school or school system.

2833 Staff accounting services—Activities to maintain the systematic recording and summarization of information relating to individuals employed by a school or school system.

2834 Inservice training services (for non-instructional staff)—Activities to train non-instructional personnel in all classifications. These activities are developed by the school or school system.

2835 Health services—Activities to provide medical, dental, and nurse services for the school or school system employees. These include physical examinations, referrals, and emergency care.

2839 Other staff services—Other staff services which cannot be classified above.

2840 Data processing services—Activities to prepare data for storage, storage of data, and retrieval of them for reproduction as information for management and reporting.

2841 Supervision of data processing services—Activities to direct, manage, and supervise data processing services.

2842 Systems analysis services—Activities to identify and evaluate alternatives for achieving defined objectives, based on judgment and, wherever possible, on quantitative methods. These activities pertain to the development of data processing procedures or application to electronic data processing equipment.

2843 Programming services—Activities to prepare a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data. These also involve preparing coded instructions and data for such sequences.

2844 Operations services—Activities to schedule, maintain, and produce data. These include operating business machines, data preparation services, and data processing machines.

2849 Other data processing services—Other data processing services which cannot be classified above.

2890 Other central support services—Other central support services which cannot be classified above.*

2900 Other support services—Other support services which cannot be classified above.

3000 Operation of Non-Instructional Services—Activities to provide non-instructional services to students, staff members, or the community.

3100 Food services operations—Activities to provide food to students and staff members in a school or school system. These include preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities, and food delivery.

3110 Supervision of food services—Activities to direct, manage, and supervise food services operations.*

3120 Food preparation and dispensing services—Activities to prepare and serve regular and incidental meals, lunches, or snacks to students and staff members in a school or school system. These include cooking, operating kitchen equipment, preparing food, serving food, cleaning dishes, and storing dishes and kitchen equipment.*

3130 Food delivery services—Activities to deliver food to the school or school system.*

3190 Other food services—Other food services which cannot be classified above.*

3200 Enterprise operations—Activities that are financed and operated in a manner similar to private business enterprises with the stated intent that costs are financed or recovered primarily through use charges (e.g., a bookstore in a school or system).

3300 Community services operation—Activities to provide community services to students, staff or other community participants. These include community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities. These are provided by the school or school system for the community as a whole or for some segment of the community.

3310 Supervision of community services activities—Activities to direct, manage, and supervise community services activities.*

3320 Community recreation services—Activities to provide recreation for the community as a whole, or for some segment of the community. These include organizing and supervising playgrounds and swimming pools, as well as other recreation programs for the community.*

3330 Civic activities—Activities to provide services to civic affairs or organizations. These include services to parent-teacher association meetings, public forums, lectures, and civil defense planning.*

3340 Public library services—Activities to operate public libraries by a school or school system, or provide library services to the general public through the school library. These include planning the library's collection in light of community needs and informing the community of public library resources and services.*

3350 Custody and care of children—Activities to provide programs for the custodial care of children in residential day schools or in child care centers which are not part of, nor directly related to, the instructional program, and where the attendance of the children is not included in the attendance figures for the school or system.*

3360 Extended day/child care services—Activities to provide programs for the custodial care of students enrolled in a school or system before the school day starts and/or after the school day ends.*

3370 Welfare activities—Activities to provide for the personal needs of individuals who have been designated as needy by an appropriate governmental entity. These include payment of stipends for school attendance; payment of salaries to students for work performed (whether for the school system or for an outside concern); or the provision of clothing, food, or other personal needs.*

3390 Other community services—Other community services which cannot be classified above.*

3400 Residential housing services—Activities to provide living accommodations for students and individuals in facilities either owned or leased by the school or school system.*

3410 Supervision of residential housing services— Activities to direct, manage, and supervise residential housing services.*

3420 Student residence services—Activities to provide living accommodations for students in facilities either owned or leased by the school or school system. This category may be subdivided into residences for single students and residences for married students.*

3430 Staff residence services (other than administrative staff)—Activities to provide living accommodations for individuals other than administrative staff in facilities either owned or leased by the school or system.*

3440 Administrative staff residence services—Activities to provide living accommodations for administrative staff in facilities either owned or leased by the school or system.*

3490 Other residential housing services—Other residential housing services which cannot be classified above.*

4000 Facilities acquisition and construction services—Activities to acquire land and buildings; remodel buildings and construct additions to buildings; install and extend service systems and other built-in equipment; and improve sites.

4100 Site acquisition services—Activities to initially acquire and improve new sites.

4200 Site improvement services—Activities to improve sites, and maintain existing site improvements.

4300 Architecture and engineering services—Activities to acquire and improve sites and buildings performed by architects and engineers.

4400 Educational specifications development services—Activities to prepare and interpret specific space requirements for the various learning experiences of students to be accommodated in a building. These specifications are interpreted by architects and engineers in the early stages of blueprint development.

4500 Building acquisition and construction services—Activities to buy or construct buildings.

4600 Building improvement services—Activities to build additions to buildings and install or extend service systems and other built-in equipment.

4900 Other facilities acquisition and construction services—Other facilities acquisition and construction activities which cannot be classified above.

9999 Other—Other type of function which cannot be classified above.*

Appendix N

CROSSWALK OF FIELD OF STUDY CODES FOR THE SCHOOLS AND STAFFING SURVEY AND THE CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

Included in this appendix is a crosswalk of the codes included in the *Classification of Instructional Programs* (CIP), published by the National Center for Education Statistics (NCES), and those used in the NCES Schools and Staffing Survey for major and minor field of study. In this handbook, Data Element 1150, Postsecondary Subject Matter Area, uses the CIP Codes as options. Appendix I in this document contains a detailed listing of the Education Programs. The listing below indicates equivalent codes from the two NCES listings. The CIP Codes are under revision at the time this is being published, and there will be additional relevant codes available in the revised version.

SASS Major and Minor

Field of Study Codes	CIP Codes
Education Fields	
General Education	
01 Early childhood education or pre-elementary education	13.1204 Pre-elementary/Early childhood/Kindergarten teacher education
02 Prekindergarten	
03 Kindergarten	
04 Elementary education	13.1202 Elementary teacher education
05 Secondary education	13.1205 Secondary teacher education
Education-Subject Areas	
06 Agricultural education	13.1301 Agricultural teacher education (vocational)
07 Art education	13.1302 Art teacher education
08 Bilingual education	13.02 Bilingual/Bicultural Education
09 Business education	13.1303 Business teacher education (vocational)
10 Cross-cultural education	
11 English as a Second Language education	13.14 Teaching English as a second language/foreign language
12 English/language arts education	13.1305 English teacher education
13 Family and consumer science education	13.1308 Home economics teacher education (vocational)
14 Foreign languages education	13.1306 Foreign languages teacher education
15 Health education	13.1307 Health teacher education
16 Indian education (Native American)	
17 Mathematics education	13.1311 Mathematics teacher education
18 Music education	13.1312 Music teacher education
19 Physical education	13.1314 Physical education teaching and coaching
20 Reading education	13.1315 Reading teacher education
21 Religious education	
22 Science education	13.1316 Science teacher education, general
23 Social studies/social science education	13.1317 Social science teacher education
	13.1318 Social studies teacher education
24 Trades and industry/industrial arts education	13.1320 Trades and industrial teacher education (vocational)

Special Education

25	Special education, general	13.1001	Special education, general
26	Autism	13.1013	Education for the autistic
27	Deaf and heard-of-hearing	13.1003	Education of the deaf and hearing impaired
28	Developmentally delayed		
29	Early childhood special education		
30	Emotionally disturbed or behavior disorders	13.1005	Education of emotionally handicapped
31	Learning disabilities	13.1011	Education of the specific learning disabled
32	Mentally retarded	13.1006	Education of mentally handicapped
33	Mildly or moderately disabled		
34	Orthopedically impaired	13.1008	Education of the physically handicapped
35	Severely or profoundly disabled		
36	Speech or language impaired	13.1012	Education of the speech impaired
37	Traumatically brain injured		
38	Visually impaired	13.1009	Education of the blind and visually handicapped
39	Other special education	13.1099	Special education, other

Other Education

40	Counseling and guidance	13.1101	Counselor education/Student counseling and guidance services
41	Curriculum and instruction	13.03	Curriculum and instruction
42	Educational administration	13.04	Education administration and supervision
43	Educational psychology	42.18	Educational psychology
44	Other education	13.1399	Education, other

General Fields**Arts**

45	Art, fine and applied	50.07	Fine arts and art studies
		50.04	Design and applied arts
46	Drama or theater	50.05	Dramatic/Theater arts and stagecraft
47	Music	50.08	Music
48	Other visual/performing arts	50.99	Visual and performing arts, other

English

49	English literature or composition	23.01	English and literature, general
50	Communications or journalism	09.01	Communications, general
		09.04	Journalism and mass communications

Foreign Languages

51	French	16.0901	French language and literature
52	German	16.0501	German language and literature
53	Latin	16.1203	Latin language and literature
54	Russian	16.0402	Russian language and literature
55	Spanish	16.0905	Spanish language and literature
56	Other languages	16.99	Foreign languages and literature, other

Mathematics

57	Mathematics	27.01	Mathematics
58	Statistics	27.06	Mathematical statistics

Natural Sciences

59	Biology/Life science	26.01	Biology, general
60	Chemistry	40.05	Chemistry
61	Geology/Earth science	40.06	Geological and related science
62	Physics	40.08	Physics
63	Other natural sciences	40.99	Physical sciences, other
		26.99	Biological sciences/Life sciences, other

Other Areas

64	Agriculture and natural resources	01	Agriculture business
		02	Agriculture sciences
		03	Conservation and renewable natural resources
65	American Indian/Native American studies	05.0202	American Indian/Native American studies
66	Architecture, environmental design	04.02	Architecture
		04.04	Architectural environment design
67	Business and management	52	Business management and administrative services
68	Computer science	11.01	Computer and information systems, general
69	Engineering	14	Engineering
70	Family and consumer science (home economics)	19	Home economics
		20	Vocational home economics
71	General studies	24	Liberal Arts and Sciences, and general studies
72	Health professions and occupations	51	Health professions and related services
73	Humanities		
74	Law	22	Law and legal studies
75	Library and information science	25	Library science
76	Military science	29	Military technologies
77	Multi- or interdisciplinary studies	30	Multi/InterDisciplinary studies
78	Philosophy	38.01	Philosophy
79	Public administration or service	44	Public administration and services
80	Religion or theology	38	Theological studies and religious vocations
81	Other area or ethnic studies	05	Area, ethnic, and cultural studies

Social Sciences

82	Economics	45.06	Economics
83	History	45.08	History
84	Political science and government	45.10	Political science and government
85	Psychology	42	Psychology (except for 42.15)
86	Sociology	45.11	Sociology
87	Other social sciences	45.99	Social sciences and history, other