

# CALPADS Staff Demographics (SDEM)


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**Classic View:** CA State Reporting > CALPADS Staff Demographics

**Search Terms:** CALPADS Staff Demographics

The Staff Demographics file is used to report demographic information for staff. This record uses Effective Date processing and is required for the Fall 2 Submission. It should be submitted to update Staff information prior to EOY reporting.



## CALPADS Staff Demographics ☆

Reporting > CA State Reporting > CALPADS Staff Demographics

### CALPADS Staff Demographics

This file format is used to submit or change demographic data on staff with the following designations (Types): Certificated K-12 Teacher (12), Certificated K-12 Administrator (10), Certificated K-12 Pupil Services (11), Non-certificated Administrator (25), Charter School Non-Certificated Teacher with a SEID (26), and Itinerant/Pull-Out or Push-In Teacher (27). Staff must have a SEID to report.

This file is required for Fall 2 and it should also be submitted any time staff demographic data should be updated.

**For Fall 2 Reporting:**  
Enter a Reporting Date (usually Info Day) and an Effective Start Date (usually the first day of school). Records will report for all appropriate Staff with an active District Employment and District Assignment on the Reporting Date. The Effective Start Date entered in the editor will report unless the staff person has a later District Employment start date.

**At the End of the Year:**  
Enter a Reporting Date (the last day of school or later) and a Previous Submission Date (usually Info Day). Records will report for all appropriate Staff with District Employment Start/End Dates or Identity Start Dates within the range Previous Submission Date+1 and Reporting Date.

**To report Staff data changes during the year:**  
Enter a Reporting Date and a Previous Submission Date to create a date range. Records will report for all appropriate Staff with District Employment Start/End Dates or Identity Start Dates within the range Previous Submission Date+1 and Reporting Date.

**Use of the Effective Date fields:**  
The Effective Start Date field in the extract will be populated with the date entered in the extract editor unless the Staff has a later District Employment or Identity Start Date.  
The Effective End Date is not required to report and generally should not be entered unless the file is intended to insert changes in historical information.

This file uses Effective Date processing. CALPADS uses the SEID from the extract to process records. If a record exists in CALPADS for the SEID, the system will insert the new record and adjust the start/end dates of the existing records according to the submitted effective date. If a record does not exist in CALPADS with the SEID, a new record will be inserted with the submitted effective date. Records can also be submitted for deletion using the Transaction Type: Delete.

#### Extract Options

Reporting Date

Previous Submission Date

Effective Start Date

Effective End Date

Assignment Calculation ☐

Transaction Type

Format

#### Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

**20-21**

20-21 Abbott Elementary

20-21 Colfax Middle

20-21 Emerson High

CALPADS Staff Demographics

## Report Logic

All Staff who have an active District Employment AND an active District Assignment with a Type of 10, 11, 12, 25, 26 or 27 as of the Reporting Date report, unless the Previous Submission Date is also chosen.

When the Previous Submission Date is also entered, only staff who have a District Employment Start or End Date or an Identity Start Date between the Previous Submission Date +1 and the Reporting Date report. A District Assignment record with a Type of 10, 11, 12, 25, 26 or 27 MUST be assigned to the staff person.

The District Assignment record may be ended, but the end date cannot be on or earlier than the Previous Submission Date.

Staff must also have a Staff State ID (SEID). Staff who have a SEID of 9999999999 do not report.

Only one record reports no matter the number of District Assignment records assigned to the staff person.

Identifying demographics data for the following fields reports from the current identity. If the staff person's identity has changed since the previous submission date and the reporting date, and the new identity start date is within those dates, the new identity information reports. If the new identity start date is within those dates but is NOT the current identity record, data from the record marked as current reports.

- Staff First Name, Staff Middle Name, Staff Last Name
- Staff Alias First Name Staff Alias Middle Name, Staff Alias Last Name
- Staff Birth Date
- Staff Gender Code
- All Staff Race Ethnicity Fields

The Effective Start Date is used to populate field 4, Effective Start Date. This date can be before the Reporting Date. The Effective End Date is optional and only used to populate field 5, Effective End Date.

## Operational Keys

- Reporting LEA
- SEID

## Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or X: Non-binary. This is done on the [Identities](#) tool and/or the [Demographics](#) tool.

CALPADS Extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of X: Non-Binary, on the Identities tool:

1. Assign the **Gender of X: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** field to either M: Male or F: Female.
3. Save the record when finished.

### Identities Editor

Identity	Current	Effective Date	Birth Date	District
Student , Luke W	X	07/30/2007	06/10/2002	Calaveras Unified

### Identity Information

PersonID

2318

\*Last Name

Student

\*First Name

Luke

Middle Name

Wesley

Suffix

\*Gender

X: Non-binary

\*Birth Date (Age: 17)

06/10/2002

Soc Sec Number

No Image Available

Protected Identity Information

Legal Last Name

Student

Legal First Name

Luke

Legal Middle Name

Legal Suffix

Legal Gender

Female

Race/Ethnicity (Edit)

Gender and Legal Gender Assignment

## Validate SDEM Data

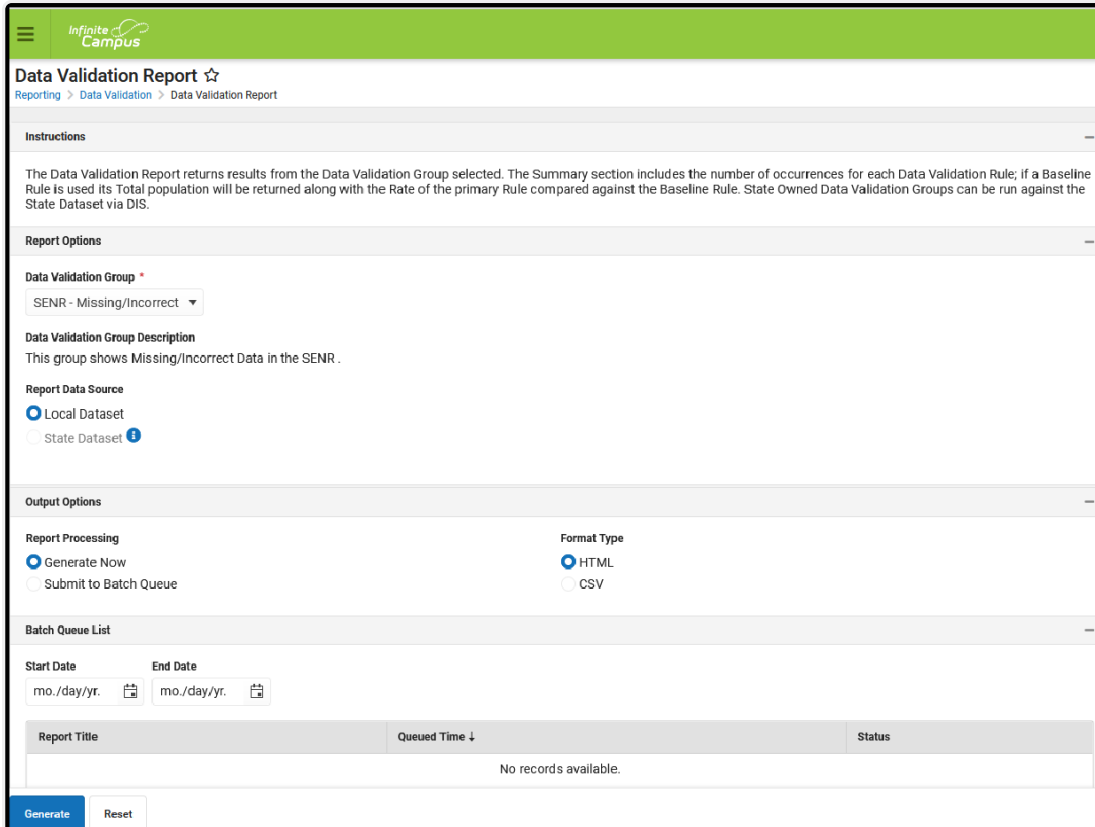
Use the [Data Validation Report](#) to correct any student data prior to the submitting the CALPADS file to the state. Validation Groups and Validation Rules are provided by Infinite Campus for a specific CALPADS extract (listed below). These groups are used to return certain rules assigned to each group.

- [CALPADS SSID Enrollment](#)
- [CALPADS Student Information](#)
- [CALPADS Student Programs](#)
- [CALPADS Student English Language Acquisition](#)
- [CALPADS Student Discipline](#)
  - [Student Incident File](#)
  - [Student Incident Result File](#)
  - [Student Offense File](#)
- [CALPADS Staff Demographics](#)
- [CALPADS Staff Assignments](#)
- [CALPADS Course Section](#)
- [CALPADS Student Course Section](#)
- [CALPADS Work-Based Learning](#)
- [CALPADS Postsecondary Status Summary](#)

Modifications to the Validation Rules and Validation Groups can be made if your district has purchased the [Campus Analytics Suite](#); otherwise, they are read-only.

Users can select the **Missing or Incorrect Data** Validation Group, which returns any missing or incorrect data that is reported in the CALPADS Extract, like a missing enrollment exit reason or an incorrect date, for example.

Note that examples refer to CALPADS SENR.



*Data Validation Report - Missing/Incorrect Data*


The report first lists a Summary of the issues found and the total number of occurrences.

District:

Time: Wed Sep 01 08:36:36 CDT 2021

Preview: Results limited to 100 records per Rule

### SENR - Missing/Incorrect Data



**Summary**

Rule	Severity	Occurrences
<a href="#">SENR0013 (via Stored Proc)</a>	Warning	1
<a href="#">SENR0013 - Enrollment Start Date before Birth Date (via Stored Proc)</a>	Warning	1
<a href="#">SENR0014 (via Stored Proc)</a>	Warning	0
<a href="#">SENR0014 - Enrollment Start Date Greater than Current Date plus 6 months (via Stored Proc)</a>	Warning	0
<a href="#">SENR0015 (via Stored Proc)</a>	Warning	1
<a href="#">SENR0015 - Missing Exit Date (via Stored Proc)</a>	Warning	1
<a href="#">SENR0018 (via Stored Proc)</a>	Warning	1
<a href="#">SENR0018 - Invalid exit date for the submitted Exit Reason (via Stored Proc)</a>	Warning	1
<a href="#">SENR0019 (via Stored Proc)</a>	Warning	1
<a href="#">SENR0019 - Enrollment Exit Date Greater than Current Date plus 30 days (via Stored Proc)</a>	Warning	1
<a href="#">SENR0020 (via Stored Proc)</a>	Warning	819

*Validate Report Summary List*

Then, click the Rule in the Summary column (for HTML format), or scroll through the report to see

which students meet the criteria of the rule logic.

<b>SEN0013 (via Stored Proc)</b> <a href="#">Back To Summary</a>														
recordType	yearID	schoolCalendar	startDate	endDate	noshow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix	birthDate
SEN0013	2020-2021	20-21 High School	2020-12-28 00:00:00.0		false		123456789	123456	John		Student	M	SR	2020-12-29 00:00:00.0
<b>SEN0013 - Enrollment Start Date before Birth Date (via Stored Proc)</b> <a href="#">Back To Summary</a>														
recordType	yearID	schoolCalendar	startDate	endDate	noshow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix	birthDate
SEN0013	2020-2021	20-21 High School	2020-12-28 00:00:00.0		false		123456789	123456	John		Student	M	SR	2020-12-29 00:00:00.0
<b>SEN0014 (via Stored Proc)</b> <a href="#">Back To Summary</a>														
No results														
<b>SEN0014 - Enrollment Start Date Greater than Current Date plus 6 months (via Stored Proc)</b> <a href="#">Back To Summary</a>														
No results														
<b>SEN0015 (via Stored Proc)</b> <a href="#">Back To Summary</a>														
recordType	yearID	schoolCalendar	startDate	endDate	noshow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix	
SEN0015	2020-2021	20-21 High School	2020-09-01 00:00:00.0		false	E130	234567890	123456	David		Student	M		

Validate Report Results

Refer to the tables below, which includes the rule, rule logic and location, for correcting the data.

## Missing or Incorrect Data

The Missing or Incorrect Data Report uses the following rules and logic (open the Click here to Expand section below to see each rule).

**This report returns only those staff members whose District Assignment End Date is not populated or whose End Date is before or the same as the calendar end date and after or the same as the calendar start date.**

► [Click here to expand...](#)

## Best Practices

The following information provides guidance for entering data for staff records.

## District Employment

**PATH:** *Census > People > District Employment*

- Verify the **Teaching Start Year** is populated for every record the teacher has in District Employment. If teaching start year is not populated, the **Total Teaching Years** value on the extract is not calculated.
- The **Teaching Years Modifier** is populated only if there was a time frame the teacher was not teaching. If this is not known, leave this field blank. This should be done on the most recent record only.
- The **District Teaching years Modifier** is applied for the year or employment record in

which the teacher was missing time. This calculates from previous records; only enter this value on the record that the teacher/staff member was not active in the district.

## District Assignment

**PATH:** *Census > People > District Assignment*

To calculate the **Service Years LEA** field on the SDEM extract, the **Type** field on the **District Assignment** record is used. Only assignments assigned a value of the following are used in the calculation:

- 10: Cert K12 Administrator
- 11: Cert K12 Pupil Service
- 12: Cert K12 Teacher
- 25: Non-certified Administrator
- 26: Charter School Non-Certificated Teacher
- 27: Itinerant or Pull-Out/Push-In Teacher

## Report Editor

The following fields are available for selected on the Staff Demographics File.

Field	Description
<b>Reporting Date</b>	Indicates the date of the report. This field displays the current date and includes staff with active District Employment and District Assignments on this date unless a previous submission date is entered.
<b>Previous Submission Date</b>	Date the file was previously submitted. If entered, only staff who have a data change since this date report.
<b>Effective Start Date</b>	A date entered in this field populates the Effective Start Date field. This field is normally left blank for ongoing submissions, which allows the appropriate start date to populate the extract field.
<b>Effective End Date</b>	A date entered in this field populates the <b>Effective End Date</b> field. This field is normally left blank unless the file submission is intended to insert historical data in existing CALPADS records.

Field	Description
<b>Assignment Calculation</b>	<p>Determines the logic used in calculation the Service Years LEA value.</p> <p>When marked, the Service Years LEA is calculated using the District Assignment information:</p> <ul style="list-style-type: none"> <li>Only staff members are reported in the Service Year LEA field when they are assigned a Service Type of 10, 11, 12, 25, 26 or 27 on their District Assignment record, using the start and end dates of that record.</li> <li>Values are rounded to a whole number.</li> <li>A year is counted as July 1 to June 30.</li> <li>If the District Teaching Years Modifier is populated on the District Employment record, that value is subtracted from the Service Years value.</li> </ul> <p>When the Assignment Calculation checkbox is NOT marked, Service Years LEA reports as follows:</p> <ul style="list-style-type: none"> <li>Districts report service years LEA based on the first District employment date in the district.</li> <li>District Teaching Years Modifier is used for the years the staff member was not a service type 10, 11, 12, 25, 26, 27 and it is UP TO THE DISTRICT to ensure this data is accurate.</li> </ul> <p>See the <a href="#">District Assignment Best Practices</a> for more information.</p>
<b>Transaction Type</b>	Indicates the type of transaction that occurs - Add/Update or Delete.
<b>Format</b>	Determines how the report generates. Select State Format (Caret Delimited) if submitting records to the state. Other formats available for testing and review purposes are CSV and HTML.
<b>Calendar Selection</b>	Select the calendar of Assignment for staff. Calendars can be chosen by the active year, by the school name or by the year.
<b>Report Generation Options</b>	Choose the Generate Extract to display the results of the chosen items immediately. Choose the <a href="#">Submit to Batch</a> option to generate the report at a specified time. This option is helpful when generating large amounts of data.

## Generate the Staff Demographic File

Either a Previous Submission Date or an Effective Start Date must be selected.

1. Enter the **Reporting Date** in *mmddyy* format, or use the calendar icon to select a date. This date usually represents Information Day.
2. Enter the **Previous Submission Date** in *mmddyy* format, or use the calendar icon to select a date. This is the date this file was previously submitted and is entered to create a Date Range for reporting Staff changes.
3. Enter the **Effective Start Date** in *mmddyy* format, or use the calendar icon to select a date.



This is used only to populate this field in the Extract.

4. Enter the **Effective Ed Date** in *mmddyy* format, or use the calendar icon to select a date. This is used only to populate this field in the Extract and is not normally entered.
5. Determine how Service Years LEA should be calculated, and mark the **Assignment Calculation** checkbox accordingly.
6. Select the **Transaction Type** from the dropdown list - Add/Update or Delete.
7. Select the **Format** of the file. The State Format (Caret Delimited) should be chosen when submitting records to the state. Other formats available for testing and review purposes are CSV and HTML.
8. Select the **Calendars** to include in the file.
9. Click the **Generate Extract** button. Or generate the extract at a specified time using the **Submit to Batch** button. The file appears in a new window in the selected format.

## Staff Demographic File

Data Elements	Description	Location
<b>Record Type Code</b>	Type of data record being submitted. Chosen on the Extract Editor. Reports as SDEM. <ul style="list-style-type: none"> <li>• Reports as <i>SDEM.txt</i> for the State Format</li> <li>• Reports as <i>SDEM.csv</i> for the CSV Format</li> </ul> <i>Alphanumeric, 4 characters</i>	Data not stored
<b>Transaction Type Code</b>	Action the state should take with this record. Chosen on the Extract Editor. <ul style="list-style-type: none"> <li>• D = Delete</li> <li>• Blank = Add/Update (default)</li> </ul> <i>Alphanumeric, 1 character</i>	Data not stored
<b>Local Record ID</b>	N/A	N/A

Data Elements	Description	Location
<b>Effective Start Date</b>	<p>Month, day and year on which the data within the record became active. This reports the date entered in the extract editor unless the Staff person has a District Employment Start Date after the Effective Start Date. Then the later date reports.</p> <p>If a date is not entered in the extract editor, the first instructional day of the School Year that contains the Reporting Date reports. If the record is reporting because of an Identity Effective Date within the Previous Submission Date/Reporting Date range, the later of the Identity Effective Date or first Instructional day of the School Year reports.</p> <p><i>Date field, 8 characters (CCYYMMDD)</i></p>	Data not stored
<b>Effective End Date</b>	<p>Month, day and year on which the data within the record is no longer active. This reports the date entered in the extract editor unless the Staff person has a District Employment End Date that is on or before the Reporting Date. In that case, the District Employment End Date reports.</p> <p><i>Date field, 8 characters (CCYYMMDD)</i></p>	Data not stored

Data Elements	Description	Location
<b>Reporting LEA</b>	<p>A unique identifier for the educational service institution in which the Staff person is employed.</p> <p>If the reporting calendar is from a School with Type = 15: Independently Reporting Charter, the State School Number reports (not the State District Number).</p> <p>This field reports the Secondary District Number when the reporting calendar has a School Type of 16: Secondary State District Number.</p> <p><i>Numeric, 7 digits</i></p>	<p>System Administration &gt; Resources &gt; District Information &gt; State District Number</p> <p>District.number</p> <hr/> <p>System Administration &gt; Resources &gt; School &gt; School Number</p> <p>School. number</p> <hr/> <p>System Administration &gt; Resources &gt; School &gt; Type</p> <p>School.type</p>
<b>Academic Year ID</b>	<p>A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction.</p> <p><i>Date field, 9 characters (CCYY-CCYY)</i></p>	<p>System Administration &gt; Calendar &gt; School Years &gt; Start Year/End Year</p> <p>Calendar.schoolYear</p>
<b>SEID</b>	<p>A unique identifier assigned to each Educator in the California public education system by the California Commission on Teacher Credentialing. This identifier is known as the Statewide Educator Identifier (SEID).</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Numeric, 10 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Staff State ID</p> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; State Number</p> <p>Person.staffStateID</p>

Data Elements	Description	Location
<b>Local Staff ID</b>	<p>A unique identifier assigned to a Staff member by the local educational agency.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Numeric, up to 10 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Staff Number</p> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Personnel Number</p> <p>Person.staffNumber</p>
<b>Staff First Name</b>	<p>The legal first name of the staff person. This information is reported from the current identity record.</p> <p>If the Legal First Name field is populated, information reports from that field.</p> <p>Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; First Name</p>
<b>Staff Middle Name</b>	<p>The legal middle name of the staff person. This information is reported from the current identity record.</p> <p>If the Legal Middle Name field is populated, information reports from that field.</p> <p>Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Middle Name</p> <p>Identity.middleName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Middle Name</p> <p>Identity.legalMiddleName</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Middle Name</p>

Data Elements	Description	Location
<b>Staff Last Name</b>	The legal last name of the staff person. This information is reported from the current identity record.	Census > People > Demographics > Person Information > Last Name
	If the Legal Last Name field is populated, information reports from that field.	Identity.lastName
	Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes.	Census > People > Identities > Identity Information > Protected Identity Information > Legal Last Name
	When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.	Identity.legalLastName
	<i>Alphanumeric, 50 characters</i>	HR > Personnel > Personnel Master > HR General > Last Name
<b>Staff Alias First Name</b>	An alternative first name to the staff legal first name.	Census > People > Demographics > Person Information > First Name
	If alias information is tied to the previous identity, this value reports from the previous identity; if the alias information is tied to the current identity, this value reports from the current identity.	Identity.firstName
	If the Legal First Name field is populated, information reports from that field.	Census > People > Identities > Identity Information > Protected Identity Information > Legal First Name
	<i>Alphanumeric, 30 characters</i>	Identity.legalFirstName

Data Elements	Description	Location
<b>Staff Alias Middle Name</b>	<p>An alternative middle name to the staff legal middle name.</p> <p>If alias information is tied to the previous identity, this value reports from the previous identity; if the alias information is tied to the current identity, this value reports from the current identity.</p> <p>If the Legal Middle Name field is populated, information reports from that field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Middle Name</p> <p>Identity.middleName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Middle Name</p> <p>Identity.legalMiddleName</p>
<b>Staff Alias Last Name</b>	<p>An alternative last name to the staff legal last name.</p> <p>If alias information is tied to the previous identity, this value reports from the previous identity; if the alias information is tied to the current identity, this value reports from the current identity.</p> <p>If the Legal Last Name field is populated, information reports from that field.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.lastName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>
<b>Staff Birth Date</b>	<p>Birth date of the staff person. This information is reported from the current identity record.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Date field, 10 characters (CCYYMMDD)</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Birth Date</p>

Data Elements	Description	Location
<b>Staff Gender Code</b>	<p>Gender of the staff person. This information is reported from the current identity record.</p> <p>If the Legal Gender field is populated, information reports from that field.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p>See the <a href="#">Non-Binary Gender Reporting</a> section for additional information.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Gender</p> <hr/> <p>Identity.gender</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Gender</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Gender</p>
<b>Staff Hispanic Ethnicity</b>	<p>An indication of whether or not a staff member identifies as having a Hispanic ethnicity. This information is reported from the current identity record.</p> <ul style="list-style-type: none"> <li>• Reports a value of Y when <i>Is the individual Hispanic/Latino?</i> is set to Yes.</li> <li>• Reports a value of N when <i>Is the individual Hispanic/Latino?</i> is set to No.</li> <li>• Reports a blank value when <i>Is the individual Hispanic/Latino?</i> is not populated (null) OR the Race/Ethnicity Determination is 05 (Intentionally Blank).</li> </ul> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Alphanumeric, 1 character (Y, N or blank)</i></p>	<p>Census &gt; Demographics &gt; Person Information &gt; Is the individual Hispanic/Latino?</p> <hr/> <p>Identity.hispanic Ethnicity</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Is the Individual Hispanic/Latino?</p>

Data Elements	Description	Location
<b>Staff Ethnicity Missing Indicator</b>	<p>An indication of whether or not the staff's ethnicity of Being Hispanic/Latino has intentionally been left blank.</p> <ul style="list-style-type: none"> <li>• Reports a value of Y when Is the Individual Hispanic/Latino is blank (null) or the Race/Ethnicity Determination is 05 (Intentionally Blank).</li> <li>• Otherwise, reports a value of N.</li> </ul> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Census &gt; Demographics &gt; Person Information &gt; Race/Ethnicity Determination</p> <p>identity.raceEthnicity Determination</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Race/Ethnicity Determination</p>
<b>Staff Race 1 Code</b>	<p>A coded value representing a person's race category. See the <a href="#">Race/Ethnicity Codes</a> for a list of options. This information is reported from the current identity record.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Numeric, 3 digits or blank</i></p>	<p>Census &gt; Demographics &gt; Person Information &gt; Race checkboxes</p> <p>Identity.raceEthnicity</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Race</p>
<b>Staff Race 2 Code</b>	<p>A coded value representing a person's race category. See the <a href="#">Race/Ethnicity Codes</a> for a list of options. This information is reported from the current identity record.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Numeric, 3 digits or blank</i></p>	<p>Census &gt; Demographics &gt; Person Information &gt; Race checkboxes</p> <p>Identity.raceEthnicity</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Race</p>



Data Elements	Description	Location
<b>Staff Race 3 Code</b>	<p>A coded value representing a person's race category. See the <a href="#">Race/Ethnicity Codes</a> for a list of options. This information is reported from the current identity record.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Numeric, 3 digits or blank</i></p>	<p>Census &gt; Demographics &gt; Person Information &gt; Race checkboxes</p> <p>Identity.raceEthnicity</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Race</p>
<b>Staff Race 4 Code</b>	<p>A coded value representing a person's race category. See the <a href="#">Race/Ethnicity Codes</a> for a list of options. This information is reported from the current identity record.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Numeric, 3 digits or blank</i></p>	<p>Census &gt; Demographics &gt; Person Information &gt; Race checkboxes</p> <p>Identity.raceEthnicity</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Race</p>
<b>Staff Race 5 Code</b>	<p>A coded value representing a person's race category. See the <a href="#">Race/Ethnicity Codes</a> for a list of options. This information is reported from the current identity record.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Numeric, 3 digits or blank</i></p>	<p>Census &gt; Demographics &gt; Person Information &gt; Race checkboxes</p> <p>Identity.raceEthnicity</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Race</p>

Data Elements	Description	Location
<b>Staff Race Missing Indicator</b>	<p>An indication of whether or not the staff's Race checkboxes have intentionally been left blank. This information is reported from the current identity record.</p> <p>This reports a value of Y when there are no race checkboxes selected.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Census &gt; Demographics &gt; Person Information &gt; Race checkboxes</p> <p>Identity.raceEthnicity</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Race</p>
<b>Staff Highest Degree Code</b>	<p>The highest degree an individual has earned. See the <a href="#">Highest Education Level</a> table for a list of options.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census &gt; People &gt; District Employment &gt; Education Level</p> <p>HR &gt; Personnel &gt; Personnel Master &gt; Qualifications &gt; Degree Type</p> <p>Employment.educationLevel</p>
<b>Staff Employment Status Code</b>	<p>A coded value representing an Employment Status Category. See the <a href="#">Position Status</a> table for a list of options.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census &gt; People &gt; District Employment &gt; Position Status</p> <p>Employment.status</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General Info &gt; Employment Dates &gt; Position Status</p>
<b>Staff Employment Start Date</b>	<p>Start date of employment.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Date field, 8 characters (CCYYMMDD)</i></p>	<p>Census &gt; People &gt; District Employment &gt; Start Date</p> <p>Employment.startDate</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Hire Date</p>

Data Elements	Description	Location
<b>Staff Employment End Date</b>	<p>End date of employment.</p> <p>When Campus Human Resources is enabled, this field reports from the <a href="#">HR General Information</a> editor.</p> <p><i>Date field, 8 characters (CCYYMMDD)</i></p>	<p>Census &gt; People &gt; District Employment &gt; End Date</p> <p>Employment.endDate</p> <hr/> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General &gt; Last Date Worked, Termination Date, Retirement Date</p>

Data Elements	Description	Location
<b>Service Years LEA</b>	<p>Total years the staff person has been employed by the district based on the start and end dates of the District Assignment record.</p> <ul style="list-style-type: none"> <li>Only staff members are reported in the Service Year LEA field when they are assigned a Service Type of 10, 11, 12, 25, 26 or 27 on their District Assignment record.</li> <li>Values are rounded to a whole number (any part of a year is equal to one year).</li> <li>A year is calculated from July 1 to June 30.</li> <li>If the District Teaching Years Modifier is populated on the District Employment record, that value is subtracted from the Service Years value.</li> </ul> <p>See the following example:</p> <ul style="list-style-type: none"> <li>Start Date: 8/1/2000</li> <li>Reporting Date: 10/1/2009</li> <li>District Teaching Years Modifier: 2</li> </ul> <p>Service Years LEA would be 8. 2000 to 2009 = 10 years, minus 2 years.</p> <p>If there is an earlier, closed DE with a number in the District Teaching Years Modifier, that number should not affect the calculation.</p> <p>See the <a href="#">Best Practices</a> section for additional information.</p> <p><i>Numeric, up to 2 digits</i></p>	<p>Census &gt; People &gt; District Assignment &gt; Start Date, End Date, Service Type</p> <p>Census &gt; People &gt; District Employment &gt; District Teaching Years Modifier</p>

Data Elements	Description	Location
<b>Total Years Service</b>	<p>Total number of years the staff person has been employed as a teacher in any location. This includes all years the staff member was active in the district. Multiple district employment records are included in this calculation.</p> <p>Calculation: Teaching Start Date to Reporting Date, minus whole years entered in Teaching Years Modifier (The value of the Teaching Years Modifier is a whole number rounded up so that any part of a year is equal to one year) (enter negative years to increase the calculated number). (Census &gt; People &gt; District Employment &gt; Teaching Start Date and Teaching Years Modifier)</p> <p>Any part of a year is equal to one year.</p> <p><i>Numeric, up to 2 digits</i></p>	Data not stored

## Race Ethnicity Codes

Code	Name
<b>100</b>	American Indian or Alaskan Native
<b>201</b>	Chinese
<b>202</b>	Japanese
<b>203</b>	Korean
<b>204</b>	Vietnamese
<b>205</b>	Asian Indian
<b>206</b>	Laotian
<b>207</b>	Cambodian
<b>208</b>	Hmong
<b>299</b>	Other Asian
<b>301</b>	Hawaiian

Code	Name
302	Guamanian
303	Samoan
304	Tahitian
399	Other Pacific Islander
400	Filipino
600	Black or African American
700	White

## Highest Education Level

Code	Name
A	Associate
B	Baccalaureate
C	Baccalaureate Plus 30
D	Doctorate
F	Fifth Year
M	Master
N	None
S	Special
U	Fifth Year within BA
V	Master plus 30
Y	Fifth Year Induction

## Position Status

Code	Name	Description
1	Tenured	The individual is granted the right not to be fired without cause after an initial probationary period.
2	Probationary	The individual is in a trial period of his or her employment to determine whether or not he or she is suitable for the position.
3	Temporary	The individual is hired with the intention that he or she is employed for a finite period of time.

Code	Name	Description
4	Other	Any other type of employment status.

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