

Staff Demographics (ISEE Extracts) (Idaho)

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The Staff Demographics extract is used to report demographic data on a staff level for staff with an active district assignment during the selected date range. Data for many fields in the Staff Demographics Extract are not currently stored in Infinite Campus and will have to be merged into the extract from an HR system.

Staff Type	Description
Active	Any staff person with an active District Employment and an active District Assignment with a Type that is not null. The District Employment and District Assignment must be active at some point during the extract date range.
Exiting	Any staff person whose District Employment ends during the reporting period.
Previously Exited	When a Previous Submission Date is selected on the report editor, any staff who have an ended District Employment any time from the Previous Submission Date entered to the start of the date range report.
Inactive	Any Staff Person who has an Active District Employment for the entire Date Range but who does not have an Active District Assignment for the entire Date Range.

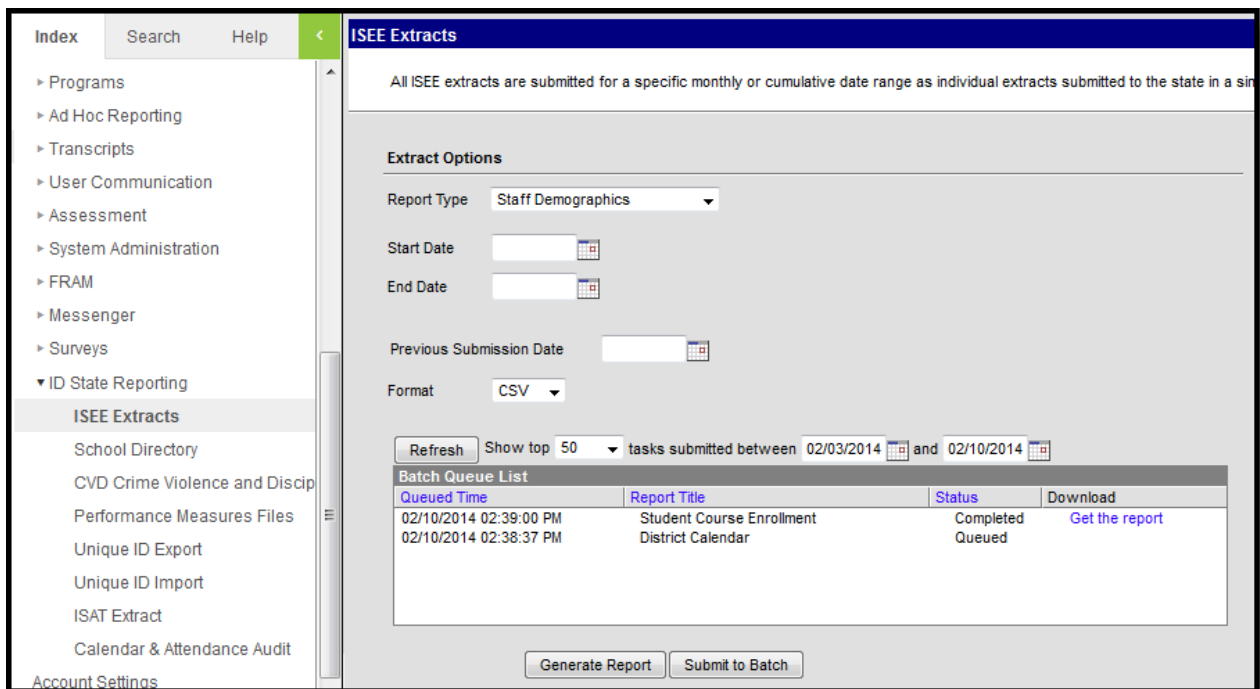


Image 1: Staff Demographics (ISEE Extract Editor)

Staff Demographics Extract Logic

- All district-employed staff must have an active District Employment to report unless a Previous Submission Date is entered on the editor.
- For teaching staff not employed by the district who do not have a District Employment record but do have a District Assignment with a Contract Type of AR, R, or NE and 'Teacher' marked, a record reports per staff member regardless of the number of active teaching assignments that meet reporting criteria.
- Staff must have an active District Assignment (with a Type that is not null) unless they are Exiting, Previously Exited, or Inactive.
- Staff must have a Staff State ID to report.
- Staff report only one record unless they have multiple District Employment records eligible to report. In that situation, one record reports for each District Employment.

Report Editor Field Descriptions

Field	Description
Report Type	Select Staff Demographics . The following ISEE extract types are also available: <ul style="list-style-type: none"> • District Calendar • Student Demographics • Student Attendance • Student Course Enrollment • Special Education Students • Gifted and Talented Students • Staff Assignment
Start Date	The earliest date from which data is pulled for the report. <i>(Not required if Previous Submission Date is entered)</i>
End Date	The latest date from which data is pulled for the report. <i>(Required)</i>
Previous Submission Date	To report Staff who have exited over the summer, enter a date in the Previous Submission Date field. Any staff who have an ended District Employment any time from the Previous Submission Date entered to the start of the date range report.
Format	The format in which the report will generate. Options include CSV (State Format) and HTML.
Batch Queue	Users have the option of submitting a District Calendar report request to the batch queue by clicking Submit to Batch instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Staff Demographics Extract Layout

Column	Description & Format	Campus Location
idStaffID	The staff member's unique Idaho Staff Identification Number. <i>Numeric, 9 digits</i>	Census > People > Demographics > Person Identifiers > Staff State ID Person.staffStateID
lastName	The staff member's last name. Reports the Legal Last Name if entered. <i>Alphanumeric, 35 characters</i>	Census > People > Demographics > Person Information > Last Name Identity.lastName
firstName	The staff member's first name. Reports the Legal First Name if entered. <i>Alphanumeric, 35 characters</i>	Census > People > Demographics > Person Information > First Name Identity.firstName
middleName	The staff member's middle name. Reports the Legal Middle Name if entered. <i>Alphanumeric, 40 characters</i>	Census > People > Demographics > Person Information > Middle Name Identity.middleName
suffix	An appendage, if any, used to denote the staff member's generation in their family or title; e.g., Jr., Sr., III, PhD. <i>Alphanumeric, 8 characters</i>	Census > Demographics > Person Information > Suffix Identity.suffix
formerName	Any names that were used in the past by the employee. Reports the First, Middle, Last Name and Suffix from an earlier Identity, if applicable. <i>Alphanumeric, 50 characters</i>	Census > People > Identities Identity.firstName Identity.middleName Identity.lastName Identity.suffix

Column	Description & Format	Campus Location
birthDate	<p>The month, day, and year on which the staff member was born.</p> <p><i>Date Field, 10 characters, MM/DD/YYYY</i></p>	<p>Census > People > Identities</p> <p>Identity.birthDate</p>
gender	<p>A person's gender. Reports M (male) or F (female). Reports the Legal Gender if entered.</p> <p><i>M or F, 1 character</i></p>	<p>Census > People > Demographics > Person Information > Gender</p> <p>Identity.gender</p>
hispanic	<p>Indicates whether the staff member is Hispanic or Latino. Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> <p><i>Y or N, 1 character</i></p>	<p>Census > People > Demographics > Person Information > Race/Ethnicity > Hispanic/Latino</p> <p>Identity.hispanicEthnicity</p>
asian	<p>Indicates whether the staff member is 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 Philippines.</p> <p><i>Y or N, 1 character</i></p>	<p>Census > People > Demographics > Person Information > Race/Ethnicity > Asian</p> <p>Identity.raceEthnicity</p>

Column	Description & Format	Campus Location
indian	<p>Indicates whether the staff member is a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.</p> <p><i>Y or N, 1 character</i></p>	<p>Census > People > Demographics > Person Information > Race/Ethnicity > American Indian or Alaska Native</p> <p>Identity.raceEthnicity</p>
black	<p>Indicates whether the staff member is a person who has origins in any of the Black racial groups of Africa.</p> <p><i>Y or N, 1 character</i></p>	<p>Census > People > Demographics > Person Information > Race/Ethnicity > Black or African American</p> <p>Identity.raceEthnicity</p>
islander	<p>Indicates whether the staff member is Native Hawaiian or Other Pacific Islander meaning having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><i>Y or N, 1 character</i></p>	<p>Census > People > Demographics > Person Information > Race/Ethnicity > Native Hawaiian or Other Pacific Islander</p> <p>Identity.raceEthnicity</p>
white	<p>Indicates whether the staff member is White or Causasian meaning having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p><i>Y or N, 1 character</i></p>	<p>Census > People > Demographics > Person Information > Race/Ethnicity > White</p> <p>Identity.raceEthnicity</p>

Column	Description & Format	Campus Location
language	<p>If this staff member is proficient in a language other than English, the code for that language. If the staff member is proficient in more than one other language, the most proficient language reports.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Census > District Employment > Proficient Language</p> <p>Employment.proficientLanguage</p>
isCertified	<p>Indicates whether the staff member has certified assignments or is on a contract. Reports Y if staff has an active District Assignment with Type: 02.</p> <p><i>Y or N, 1 character</i></p>	<p>Census > People > District Assignment > Type</p> <p>EmploymentAssignment.type</p>
isParaPro	<p>Indicates whether the staff member is a paraprofessional working with students. Reports as Y if the staff person has a District Assignment active during the extract reporting window with a Type of 04. Otherwise reports as N.</p> <p><i>Y or N, 1 character</i></p>	<p>Census > People > District Assignment > Type</p> <p>EmploymentAssignment.type</p>
certificationYear	<p>The date teachers or administrators first received certification, regardless of the state issuing the certification. Teaching Start Date reports for Type 02 staff.</p> <p><i>Date Field, 10 characters MM/DD/YYYY</i></p>	<p>Census > District Employment > Teaching Start Year</p> <p>Employment.teachingStartYear</p>
certificationState	<p>Currently reports as blank.</p>	<p>Does not display</p>

Column	Description & Format	Campus Location
<p>highestDegree</p>	<p>The highest degree claimed by the employee for funding purposes. Reported for Type 02 Staff preferentially from the Education Credential checked as State Reported. Will report from District Employment with Education=OS if no Education Credential.</p> <p>See the Credential Code List following this table.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Census > People > Credentials > Credential Type > Education Level, State Reported</p> <p>EmploymentCredential.degreeType</p>
<p>degreeYear</p>	<p>The year in which the highest degree being claimed was earned. Reported for Type 02 Staff preferentially from the Education Credential checked as State Reported. Will report Teaching Start Year from District Employment with Education=OS if no Education Credential.</p> <p><i>Date Field, 10 characters, MM/DD/YYYY</i></p>	<p>Census > People > Credentials > Credential Type > Education > Date Credential Obtained</p> <p>EmploymentCredential.date OR Employment.teachingStartYear</p>

Column	Description & Format	Campus Location
claimDegreeInst	<p>The name of the institution that granted the highest degree the employee has claimed for funding purposes. Reporting for Type 02 Staff from Education Credential checked as State Reported.</p> <p>See the Institution Code List following this table.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Census > People > Credentials > Credential Type > Education > Degree Institution</p> <p>EmploymentCredential.campusCode</p>
claimDegreeState	<p>The two character postal code where the Institution of claimed highest degree is based. Reporting for Type 02 Staff from Education Credential checked as State Reported.</p> <p><i>Numeric, 2 digits</i></p>	<p>Census > People > Credentials > Credential Type > Education > Degree State</p> <p>EmploymentCredential.eduState</p>
claimedMajor	<p>The Major of the highest degree claimed for funding purposes. Reporting for Type 02 Staff from Education Credential checked as State Reported.</p> <p><i>Alphanumeric, 6 characters, NN.NNNN</i></p>	<p>Census > People > Credentials > Credential Type > Education > Major CIP Code</p> <p>EmploymentCredential.majorCipCode</p>
claimedMinor	<p>The Minor (if any) of the highest degree claimed for funding purposes. Reporting for Type 02 Staff from Education Credential checked as State Reported.</p> <p><i>Alphanumeric, 6 characters, NN.NNNN</i></p>	<p>Census > People > Credentials > Credential Type > Education > Minor CIP Code</p> <p>EmploymentCredential.minorCipCode</p>

Column	Description & Format	Campus Location
addlCredits	College transcript credit earned beyond the highest degree claimed. This field reports blank.	Does not display.
addlDegree1	The first additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree. This field reports blank.	Does not display.
degree1Year	Year that the first additional degree was earned. This field reports blank.	Does not display.
degree1Institution	The name of the institution that granted the first additional degree. This field reports blank.	Does not display.
degree1State	The two character postal code where the Institution of the first additional degree is based. This field reports blank.	Does not display.
degree1Major	The major area of study for the first additional degree. This field reports blank.	Does not display.
degree1Minor	The minor area of study for the first additional degree. This field reports blank.	Does not display.
addlDegree2	The second additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree. This field reports blank.	Does not display.

Column	Description & Format	Campus Location
degree2Year	Year that the second additional degree was earned. This field reports blank.	Does not display.
degree2Institution	The name of the institution that granted the second additional degree. This field reports blank.	Does not display.
degree2State	The two character postal code where the Institution of the second additional degree is based. This field reports blank.	Does not display.
degree2Major	The major area of study for the second additional degree. This field reports blank.	Does not display.
degree2Minor	The minor area of study for the second additional degree. This field reports blank.	Does not display.
addIDegree3	The third additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree. This field reports blank.	Does not display.
degree3Year	Year that the third additional degree was earned. This field reports blank.	Does not display.
degree3Institution	The name of the institution that granted the third additional degree. This field reports blank.	Does not display.
degree3State	The two character postal code where the Institution of the third additional degree is based. This field reports blank.	Does not display.

Column	Description & Format	Campus Location
degree3Major	The major area of study for the third additional degree. This field reports blank.	Does not display.
degree3Minor	The minor area of study for the third additional degree. This field reports blank.	Does not display.
addlDegree4	The fourth additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree. This field reports blank.	Does not display.
degree4Year	Year that the fourth additional degree was earned. This field reports blank.	Does not display.
degree4Institution	The name of the institution that granted the fourth additional degree. This field reports blank.	Does not display.
degree4State	The two character postal code where the Institution of the fourth additional degree is based. This field reports blank.	Does not display.
degree4Major	The major area of study for the fourth additional degree. This field reports blank.	Does not display.
degree4Minor	the minor area of study for the fourth additional degree. This field reports blank.	Does not display.

Column	Description & Format	Campus Location
minCreditsDate	For non-certified paraprofessional instructional assistants, the date they met the NCLB minimum college credits threshold. This field reports blank.	Does not display.
minCreditsIHE	For non-certified paraprofessional instructional assistants, the institution granting the credits. This field reports blank.	Does not display.
minCreditsIHESate	For non-certified paraprofessional instructional assistants, the state where the institution that granted the credit is based. This field reports blank.	Does not display.
paraHSDiplomaType	For non-certified paraprofessional instructional assistants, indicates whether they received a regular high school diploma or a GED (or equivalent). For Type: 04 staff, the following codes report: <ul style="list-style-type: none"> • D (7: High School) • G (8: GED or Equivalent) • X (All others or blank) <i>Alphanumeric, 1 character</i>	Census > District Employment > Education Employment.educationLevel
paraExamDate	For non-certified paraprofessional instructional assistants, the date they passed the ETS Paraprofessional Exam. This field reports blank.	Does not display.

Column	Description & Format	Campus Location
paraExamScore	For non-certified paraprofessional instructional assistants, the score from the ETS paraprofessional Exam. This field reports blank.	Does not display.
paraPraxis	For non-certified paraprofessional instructional assistants, indicates whether they took the Praxis. This field reports blank.	Does not display.
paraExamOS	For non-certified paraprofessional instructional assistants, indicates whether the ETS paraprofessional exam was taken in another state. This field reports blank.	Does not display.
schoolId	<p>This is the SDE assigned school number where the employee has their primary responsibility or where they receive their mail.</p> <p>Reports based on the District Assignment active on the extract End Date. If multiple District Assignments are active, reports the assignment with the largest FTE. If no FTE values are entered, reports the assignment with the earliest start date.</p> <p><i>Numeric, 4 digits</i></p>	<p>System Administration > Resources > School > State School Number; Census > People > District Assignment</p> <p>School.number</p>
transcriptYear	The year of the most recent transcript for the employee. This field reports blank.	Does not display.

Column	Description & Format	Campus Location
idahoK12Experience	Years of prior teaching experience in an Idaho public PK-12 school. This field reports blank.	Does not display.
k12PublicExperience	Years of prior teaching experience in any public PK-12 school in any state (including Idaho). This field reports blank.	Does not display.
k12PrivateExperience	Years of prior teaching experience in any non-public PK-12 school in any state - private or parochial. This field reports blank.	Does not display.
idahoHEExperience	Years of prior teaching experience in any non-public PK-12 school in any state - private or parochial. This field reports blank.	Does not display.
HEExperience	Years of prior teaching experience in any institution of Higher Education in any state (including Idaho). This field reports blank.	Does not display.
hireDate	The date the employee was first hired by the school district <i>Date Field, 10 characters, MM/DD/YYYY</i>	Census > People > District Employment > Employment Information > Start Date Employment.startDate

Column	Description & Format	Campus Location
yearsInDistrict	<p>The number of years the employee has been employed by the school district. Calculated from District Employment Start Date to End Date of Date Range or End Date of District Employment, whichever is shorter. Reports rounded to the nearest whole number.</p> <p><i>Numeric, 2 digits, NN</i></p>	<p>Census > People > District Employment > Employment Information > Start Date</p> <p>Employment.startDate</p>
employmentStatus	<p>The employee's employment status. The following values report:</p> <ul style="list-style-type: none"> • A--The staff person's District Employment record is active on the last day of the Date Range. • I--The staff person's District Employment record is active on the last day of the Date Range AND there are no active District Assignments on the last day of the Date Range. • T--The staff person's District Employment record was active at the start of the Date Range and is not active at the end of the Date Range. <p><i>Alphanumeric, 1 character</i></p>	<p>Census > People > District Employment, District Assignment</p> <p>Calculated, not dynamically stored</p>
contractType1	<p>Reports the first Contract Type entered for the staff of record.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Census > People > District Employment > Contract Type</p> <p>EmploymentAssignment. contractType</p>

Column	Description & Format	Campus Location
baseSalary1	For Certified staff, the base salary on the contract rounded to the nearest dollar. This field reports blank.	Does not display.
contractDays1	For certified staff, the number of days based on a five day work week contracted in contract 1. This field reports blank.	Does not display.
contractHours1	For certified staff, the hours contracted in contract 1. This field reports blank.	Does not display.
contractFTE1	The full-time equivalent for this contract. This field reports blank.	Does not display.
c1fundSource1	This field reports blank.	Does not display.
c1percentSource1	This field reports blank.	Does not display.
c1fundSource2	This field reports blank.	Does not display.
c1percentSource2	This field reports blank.	Does not display.
c1fundSource3	This field reports blank.	Does not display.
c1percentSource3	This field reports blank.	Does not display.
c1fundSource4	This field reports blank.	Does not display.
c1percentSource4	This field reports blank.	Does not display.
contractType2	Reports the second Contract Type entered for the staff of record. <i>Alphanumeric, 2 characters</i>	Census > People > District Employment > Contract Type EmploymentAssignment.contractType
baseSalary2	The base salary on contract 2, if any, rounded to the nearest dollar. This field reports blank.	Does not display.

Column	Description & Format	Campus Location
contractDays2	The number of days listed on contract 2, if any, based on a five day work week. This field reports blank.	Does not display.
contractHours2	The total hours contracted in contract 2, if any. This field reports blank.	Does not display.
contractFTE2	The full time equivalent for this contract. This field reports blank.	Does not display.
c2fundSource1	This field reports blank.	Does not display.
c2percentSource1	This field reports blank.	Does not display.
c2fundSource2	This field reports blank.	Does not display.
c2percentSource2	This field reports blank.	Does not display.
c2fundSource3	This field reports blank.	Does not display.
c2percentSource3	This field reports blank.	Does not display.
c2fundSource4	This field reports blank.	Does not display.
c2percentSource4	This field reports blank.	Does not display.
contractType3	Reports the third Contract Type entered for the staff of record. <i>Alphanumeric, 2 characters</i>	Census > People > District Employment > Contract Type EmploymentAssignment.contractType
baseSalary3	The base salary on contract 3, if any, rounded to the nearest dollar. This field reports blank.	Does not display.
contractDays3	The base salary on contract 3, if any, rounded to the nearest dollar. This field reports blank.	Does not display.
contractHours3	The total hours contracted in contract 3, if any. This field reports blank.	Does not display.

Column	Description & Format	Campus Location
contractFTE3	The full time equivalent for contract 3, if any. This field reports blank.	Does not display.
c3fundSource1	This field reports blank.	Does not display.
c3percentSource1	This field reports blank.	Does not display.
c3fundSource2	This field reports blank.	Does not display.
c3percentSource2	This field reports blank.	Does not display.
c3fundSource3	This field reports blank.	Does not display.
c3percentSource3	This field reports blank.	Does not display.
c3fundSource4	This field reports blank.	Does not display.
c3percentSource4	This field reports blank.	Does not display.
extraPay1	The code for the special or supplemental duties performed which are not in the base pay. This field reports blank.	Does not display.
extraPay2	The code for the special or supplemental duties performed which are not in the base pay. This field reports blank.	Does not display.
extraPayAmount2	The amount of extra pay received rounded to the nearest dollar. This field reports blank.	Does not display.
extraPay3	The code for the special or supplemental duties performed which are not in the base pay. This field reports blank.	Does not display.
extraPayAmount3	The amount of extra pay received rounded to the nearest dollar. This field reports blank.	Does not display.
extraPay4	The amount of extra pay received rounded to the nearest dollar. This field reports blank.	Does not display.

Column	Description & Format	Campus Location
extraPayAmount4	The code for the special or supplemental duties performed which are not in the base pay. This field reports blank.	Does not display.
ncfundSource1	This field reports blank.	Does not display.
ncpercentSource1	This field reports blank.	Does not display.
ncfundSource2	This field reports blank.	Does not display.
ncpercentSource2	This field reports blank.	Does not display.
ncfundSource3	This field reports blank.	Does not display.
ncpercentSource3	This field reports blank.	Does not display.
ncfundSource4	This field reports blank.	Does not display.
ncpercentSource4	This field reports blank.	Does not display.
terminationDate	<p>The month, day, and year that the employee became or will become inactive or terminated.</p> <p>Reports District Employment End Date if the date falls within the extract Date Range.</p> <p>If a Previous Submission Date is entered and the District Employment End Date falls between the Last Submission Date and the Start Date of the date range, reports the End Date.</p> <p>To report the Teacher of Record as on leave, staff must:</p> <ul style="list-style-type: none"> • Have an active District Employment where the Exit Date is Null and an Exit Reason of 11, 12, 13, or 14. • Be assigned as a Primary Teacher on an active section with 	<p>Census > District Employment > End Date</p> <p>Employment.endDate</p>

Column	Description & Format at least one student rostered during the	Campus Location
	<p>extract date range. The active District Assignment marked as Teacher must be selected on the Staff History tab. There must be another Teacher present on the Staff History tab with their active District Assignment selected with a Role of L: Long Term Substitute and a Start Date.</p> <p>If the above is true, reports the first instructional calendar day prior to the Start Date of the Role L Staff History record in the Primary Teacher's record. Otherwise reports as blank.</p> <p><i>Date Field, 10 characters, MM/DD/YYYY</i></p>	
<p>terminationReason</p>	<p>The reason an employee reported last year is not reported this year. See the Staff Exit Reason Code List following this table. Reports District Employment Staff Exit Reason.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Census > District Employment > Staff Exit Reason</p> <p>Employment.exitReason</p>

Column	Description & Format	Campus Location
notes	Any comments or explanatory notes for the data in this record. This field reports blank. <i>Alphanumeric, 250 characters</i>	Does not display.

Credential Code List

Code	Name	Value reported
HS	High School Diploma	HS
GED	GED or Equivalent	G
A	Associates	A
AA	Associate of Arts (A.A.)	A
AS	Associate of Science (A.S.)	A
AAS	Associate of Applied Science (A.A.S.)	A
B	Bachelors	B
BA	Bachelor of Arts (B.A.)	BA
BS	Bachelor of Science (B.S.)	BS
BFA	Bachelor of Fine Arts (B.F.A.)	B
BBA	Bachelor of Business Administration (B.B.A.)	B
BED	Bachelor of Education (B.Ed)	B
M	Masters	M
MA	Master of Arts (M.A.)	MA
MS	Master of Science (M.S.)	MS
MED	Master of Education (M. Ed.)	M
MBA	Master of Business Administration (MBA)	M
EDD	Educational Doctorate (Ed.D)	ES
EDS	Educational Specialist (Ed.S)	ES
PHD	Doctor of Philosophy (Ph.D)	DR
MD	Doctor of Medicine (MD)	DR

Code	Name	Value reported
PSD	Doctor of Psychology (Psy.D)	DR

Institution Code List

Code	Name
045	Albion or Southern College of Idaho
010	Boise State University
060	BYU-Idaho
055	BYU - Utah
020	College of Idaho
085	College of Southern Idaho
023	College of St. Gertrude
082	Eastern Idaho Technical College
000	General Category - Out-of-State
065	Gooding College
030	Idaho State University
075	ISU/UI At University Place - Idaho Falls
035	Lewis-Clark State College
080	Magic Valley Christian College
040	North Idaho College
050	Northwest Nazarene College
090	Other Idaho College or University
070	University of Idaho

Staff Exit Reason Code List

Code	Name
01	To work for another educational institution in ID
02	To work for another educational institution outside ID
03	Leaving the education profession
04	Returning to school

Code	Name
05	Spouse transferred
06	Retirement
07	Death
08	Reduction in force
09	Personal reasons
10	Involuntary termination
11	Leave of absence
12	Parental/Family obligation
13	Service in foreign country
14	Military
15	Contractor no longer paid on district payroll
16	Early retirement incentive prog (IC 33-1004G only)
17	Certificated to non-certificated
18	Non-certificated to Certificated