

# Staff Credentials Extract (South Dakota)

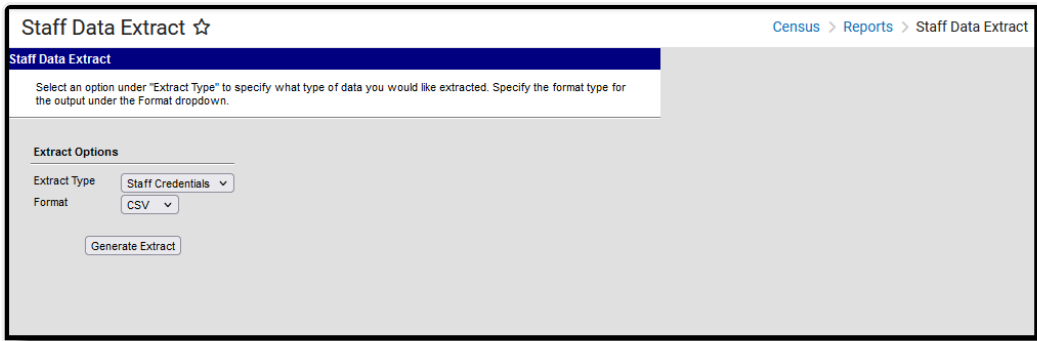
Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Staff Data Extract

The Staff Credentials Extract collects data regarding staff member certification, such as subject area of specialization and license and education details. The extract generated from this editor can be used in the [Staff Credentials Import \(South Dakota\)](#).

This information is current as of the Campus.2427 (July 2024) release.



*Staff Credentials Extract*

## Generate the Extract

1. Select the **Extract Type** from the dropdown list. See the following table for extract options.
2. Indicate the **Format** in which the report should generate, CSV, XML or HTML.
3. Click **Generate Extract** to generate the report in the desired format.

## Report Layout

| Element Name        | Description  | Location   |
|---------------------|--|--|
| <b>SAUID</b>        | The district's state-assigned identification number.<br><br><i>Numeric, 4 digits</i> | District Information > State District Number<br><br>District. districtID     |
| <b>StaffStateID</b> | Staff member's state-issued identification number.<br><br><i>Numeric, 6 digits</i>   | Demographics > Person Identifiers> State Staff ID<br><br>Person.stateStaffID |

| Element Name          | Description   | Location  |
|-----------------------|---|---|
| <b>CredentialType</b> | <p>Indicates the type of credential the staff member has. Options include:</p> <ul style="list-style-type: none"> <li>• HQ: Highly Qualified</li> <li>• ED: Education</li> <li>• LC: Licensure/Certification</li> <li>• OT: Other</li> </ul> <p><i>Alphanumeric, 2 characters</i></p>   | <p>Credentials &gt; Type</p> <p>EmploymentCredential.<br/>employmentCredentialType</p>  |
| <b>StartDate</b>      | <p>Staff member's start date of the credential.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>  | <p>Credential &gt; Start Date</p> <p>EmploymentCredential.startDate</p>   |
| <b>EndDate</b>        | <p>Staff member's end date of the credential.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>  | <p>Credential &gt; End Date</p> <p>EmploymentCredential.endDate</p>   |
| <b>SubjectArea</b>    | <p>Content teaching assignment used for HQ (Highly Qualified) status determination. Appears on the Highly Qualified Credential editor. Options include:</p> <ul style="list-style-type: none"> <li>• NA: Not Applicable</li> <li>• CORE: Core Academic Subject Area</li> <li>• ELEM: Basic Elementary Curriculum</li> <li>• SPED: Special Education Content</li> </ul> <p><i>Alphanumeric, 4 characters</i></p> | <p>Credential &gt; Highly Qualified &gt; Subject Type</p> <p>EmploymentCredential.subjectType</p> <p>EmploymentCredential.coreSubject</p> |

| Element Name             | Description  | Location   |
|--------------------------|--|--|
| <b>HQMethod</b>          | <p>Indicates the method used to determine the HQ status. Appears on the Highly Qualified Credential editor. Options include:</p> <ul style="list-style-type: none"> <li>• ACC: Advanced Certification or Credential</li> <li>• AMAJ: Academic Major</li> <li>• CEAM: Coursework Equivalent to Academic Major</li> <li>• RSUB: Rigorous Subject Matter Test</li> </ul> <p><i>Alphanumeric, 2 characters</i></p> | <p>Credential &gt; Highly Qualified &gt; Subject Matter Competency</p> <p>EmploymentCredential.subjectCompetency</p> |
| <b>HousseDate</b>        | <p>Data the High Objective Uniform State Stand of Evaluation rubric was completed. Appears on the Highly Qualified Credential editor.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>   | <p>Credential &gt; Highly Qualified &gt; HOUSSE Completion Date</p> <p>EmploymentCredential.housseDate</p>           |
| <b>FullCertification</b> | <p>Indicates the staff member is fully certified. Appears on the Licensure/Credential editor.</p> <p><i>Alphanumeric, 1 character</i></p>  | <p>Credential &gt; Licensure/Certification &gt; Fully Certified</p> <p>EmploymentCredential.fullCertification</p>    |
| <b>LepCredential</b>     | <p>Indicates the staff member has a Limited English Proficiency credential. Appears on the Licensure/Credential editor.</p> <p><i>Alphanumeric, 5 digits</i></p>   | <p>Credential &gt; Licensure/Certification &gt; LEP Credential</p> <p>EmploymentCredential.lepCredential</p>         |

| Element Name                 | Description  | Location   |
|------------------------------|--|--|
| <b>ReleatedSvcCredential</b> | Indicates the staff member has a special education related services credential. Appears on the Licensure/Credential editor.<br><br><i>Alphanumeric, 11 characters</i>  | Census > People > Credential > Licensure/Certification > SPED Related Services Credential<br><br>EmploymentCredential.spedRelatedService |
| <b>LicenceNumber</b>         | Lists the license number assigned to the staff member. Appears on the Licensure/Credential editor.<br><br><i>Alphanumeric, 30 characters</i>   | Credential > Licensure/Certification > License Number<br><br>EmploymentCredential.licenseNumber  |
| <b>LicenceType</b>           | Indicates the type of certification received. Appears on the Licensure/Credential editor. Options include: <ul style="list-style-type: none"> <li>• REG: Regular/Full</li> <li>• TMP: Temporary</li> <li>• EMG: Emergency</li> <li>• PRO: Provisional</li> </ul> <i>Alphanumeric, 3 characters</i> | Licensure/Certification > License/Certification Type<br><br>EmploymentCredential.licenseType   |
| <b>EducationLevel</b>        | Level of education the staff member has completed. Appears on the Education Credential editor.<br><br><i>Alphanumeric, 3 digits</i>  | Credential > Education > Education Level<br><br>EmploymentCredential.degreeType  |
| <b>InstitutionType</b>       | N/A  | N/A  |
| <b>DegreeSchool</b>          | N/A  | N/A  |
| <b>DegreeState</b>           | N/A  | N/A  |