

# Staff Credentials Extract (South Dakota)

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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.2323 (June 2023) 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.  <i>Numeric, 4 digits</i>	District Information > State District Number  District. districtID

Element Name	Description	Location
<b>StaffStateID</b>	Staff member's state-issued identification number.  <i>Numeric, 6 digits</i>	Demographics > Person Identifiers> State Staff ID  Person.stateStaffID
<b>CredentialType</b>	Indicates the type of credential the staff member has. Options include: <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> <i>Alphanumeric, 2 characters</i>	Credentials > Type  EmploymentCredential. employmentCredentialType
<b>StartDate</b>	Staff member's start date of the credential.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Credential > Start Date  EmploymentCredential.startDate
<b>EndDate</b>	Staff member's end date of the credential.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Credential > End Date  EmploymentCredential.endDate
<b>SubjectArea</b>	Content teaching assignment used for HQ (Highly Qualified) status determination. Appears on the Highly Qualified Credential editor. Options include: <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> <i>Alphanumeric, 4 characters</i>	Credential > Highly Qualified > Subject Type  EmploymentCredential.subjectType  EmploymentCredential.coreSubject

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>HouseDate</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.houseDate</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.  <i>Alphanumeric, 11 characters</i>	Census > People > Credential > Licensure/Certification > SPED Related Services Credential  EmploymentCredential.spedRelatedService
<b>LicenceNumber</b>	Lists the license number assigned to the staff member. Appears on the Licensure/Credential editor.  <i>Alphanumeric, 30 characters</i>	Credential > Licensure/Certification > License Number  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  EmploymentCredential.licenseType
<b>EducationLevel</b>	Level of education the staff member has completed. Appears on the Education Credential editor.  <i>Alphanumeric, 3 digits</i>	Credential > Education > Education Level  EmploymentCredential.degreeType
<b>InstitutionType</b>	N/A	N/A
<b>DegreeSchool</b>	N/A	N/A
<b>DegreeState</b>	N/A	N/A