South Dakota Staff Credentials Import
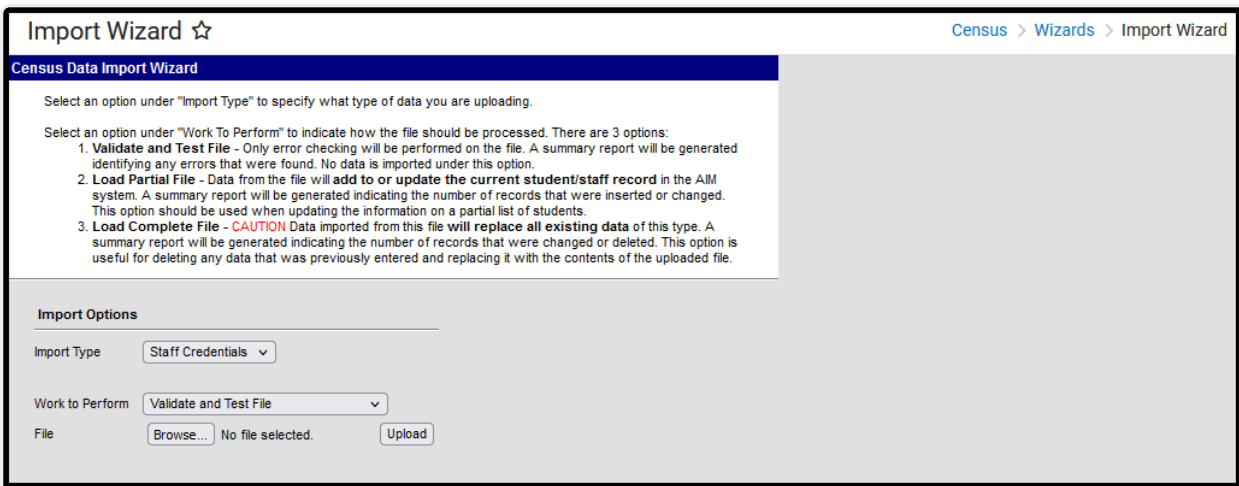
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Tool Search: Import Wizard

> This information is specific to South Dakota state-level users.

The Staff Credential Import includes the qualifying credentials earned by a staff member. Files created by the Credentials Extract (South Dakota) can be used for this import.

Import Wizard for Staff Credentials

Logic and Validations

The following describes the logic and setup used in the Staff Credentials Import.

- Each line should represent a staff member's education degree or highly qualified status. A staff person with more than one credential record will have a line for each.
- Any employment credential record with an employment credential type of HQ or ED will be imported for staff members who have a Staff State ID and an active district employment record.
- Staff matching logic verifies using the SAUID and the StaffStateID.

Staff Credentials Import

Import Layout

Data Element	Description	Campus Interface
SAUID	The district's state-assigned identification number. An error will generate if the field is not populated or if the entry is not a valid SAUID. *Numeric, 4 digits*	System Administration > Resources > District Information > State District Number District.districtID
Staff State ID	Staff member's state-issued identification number. An error will generate if the field is not populated or if the entry is not a valid Staff State ID. *Numeric, 6 digits*	Census > People > Demographics > Person Identifiers> State Staff ID person.stateStaffID
Credential Type	Indicates the type of credential the staff member has earned. An error will generate if the field is not populated or if the entry is not a valid Credential Type. Options include: • HQ: Highly Qualified • ED: Education • LC: Licensure/Certification • OT: Other *Alpahnumeric, 2 characters*	Census > People > Credentials > Type employmentCredential. employmentCredentialType
Start Date	Staff member's start date for the credential. An error will generate if the field is not populated or if the entry is not in the correct format. *Date field, 10 characters (YYYY-MM-DD)*	Census > People > Credential > Start Date employmentCredential. startDate

Data Element	Description	Campus Interface
End Date	Staff member's end date for the credential. An error will generate if the entry is not in the correct format. *Date field, 10 characters (YYYY-MM-DD)*	Census > People > Credential > End Date employmentCredential. endDate
Subject Area	Content teaching assignment used for HQ Status determination. Appears on the Highly Qualified Credential editor. An error will generate if the entry is not a valid Subject Area. Options include: • NA: Not Applicable • CORE: Core Academic Subject Area • ELEM: Basic Elementary Curriculum • SPED: Special Education Content *Alphanumeric, 4 characters*	Census > People > Credential > Highly Qualified > Subject Type employmentCredential. subjectType employmentCredental. coreSubject
HQT Method	Indicates the method used to determine the HQ status. Appears on the Highly Qualified Credential editor. An error will generate if the field is not populated or if the entry is not a valid HQT Method. Options include: • ACC: Advanced Certification or Credential • AMAJ: Academic Major • CEAM: Coursework Equivalent to Academic Major • RSUB: Rigorous Subject Matter Test *Alphanumeric, 2 characters*	Census > People > Credential > Highly Qualified > Subject Matter Competency employmentCredential. subjectCompetency
Housse Date	Data the High Objective Uniform State Stand of Evaluation rubric was completed. Appears on the Highly Qualified Credential editor. An error will generate if the entry is not in the valid date format. *Date field, 10 characters (YYYY-MM-DD)*	Census > People > Credential > Highly Qualified > HOUSSE Completion Date employmentCredential. housseDate

Data Element	Description	Campus Interface
Full Certification	Indicates the staff member is fully certified. Appears on the Licensure Credential editor. This field is required if the Credential Type is LC. *Alphanumeric, 1 character (Y or N)*	Census > People > Credential > Licensure/Certification > Fully Certfied employmentCredential. fullCertification
LEP Credential	Indicates the staff person has a Limited English Proficiency credential. Appears on the Licensure Credential editor. *Alphanumeric, 5 digits*	Census > People > Credential > Licensure/Certification > LEP Credential employmentCredential. lepCredential
Related Services Credential	Indicates the staff person has a special education services credential. Appears on the Licensure Credential editor. *Alphanumeric, 11 characters*	Census > People > Credential > Licensure/Certification > SPED Related Services Credential employmentCredential. spedRelatedService
License Number	Lists the license number assigned to the staff person. Appears on the Licensure Credential editor. *Alphanumeric, 30 characters*	Census > People > Credential > Licensure/Certification > License Number employmentCredential. licenseNumber
License Type	Indicates the type of certification received. Appears on the Licensure Credential editor. Valid options are: • REG: Regular/Full • TMP: Temporary • EMG: Emergency • PRO: Provisional *Alphanumeric, 3 characters*	Census > People > Credential > Licensure/Certification > License Type employmentCredential. licenseType
Education Level	Level of education the staff member has completed. Appears on the Education Credential editor. An error will generate if the field is not populated or if the entry is not a valid Education Level. *Alphanumeric, 3 digits*	Census > People > Credential > Education Level employmentCredential. degreeType

Data Element	Description	Campus Interface
Institution Type	N/A	N/A
Degree School	N/A	N/A
Degree State	N/A	N/A