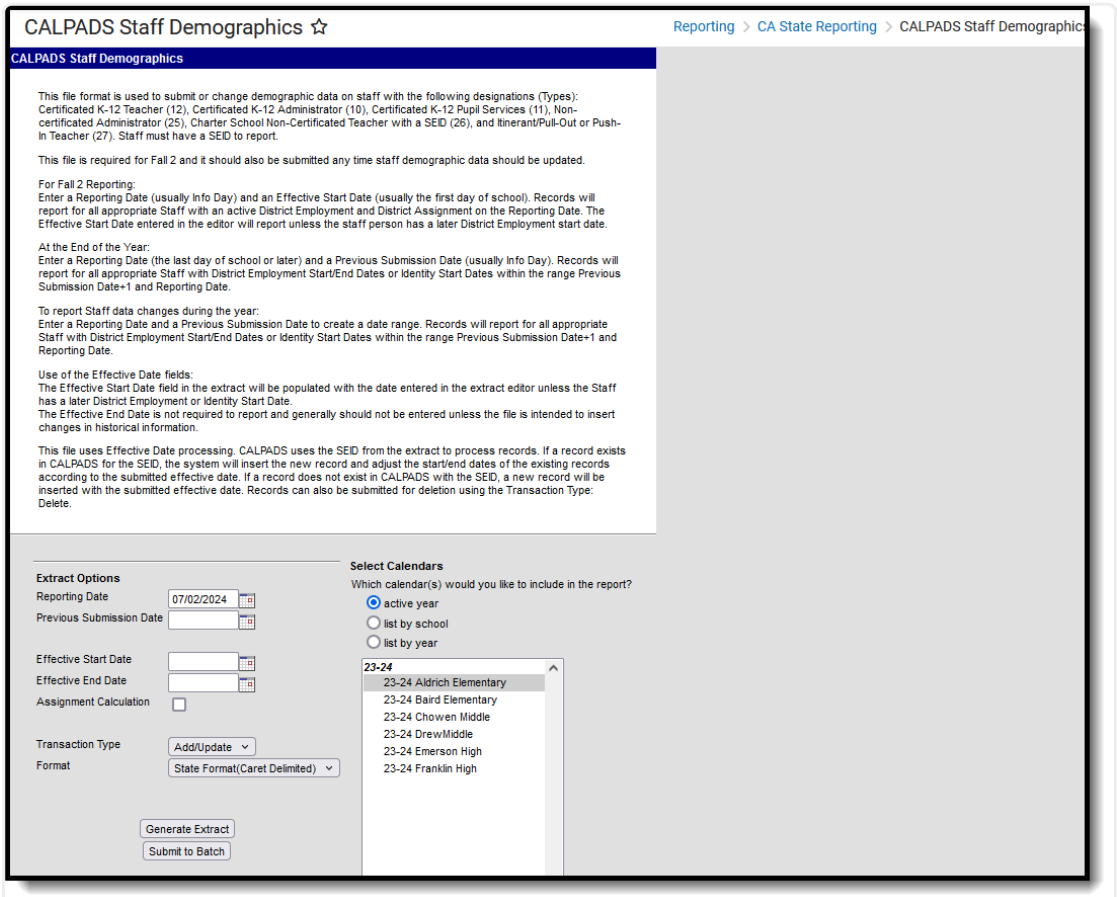
CALPADS Staff Demographics (SDEM)

Last Modified on 11/05/2026 8:30 am CST

Path: Reporting > CA State Reporting > 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

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 demographic 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.

When the Exclude checkbox is marked on a staff person's District Assignment record, that staff person is not included in this report.

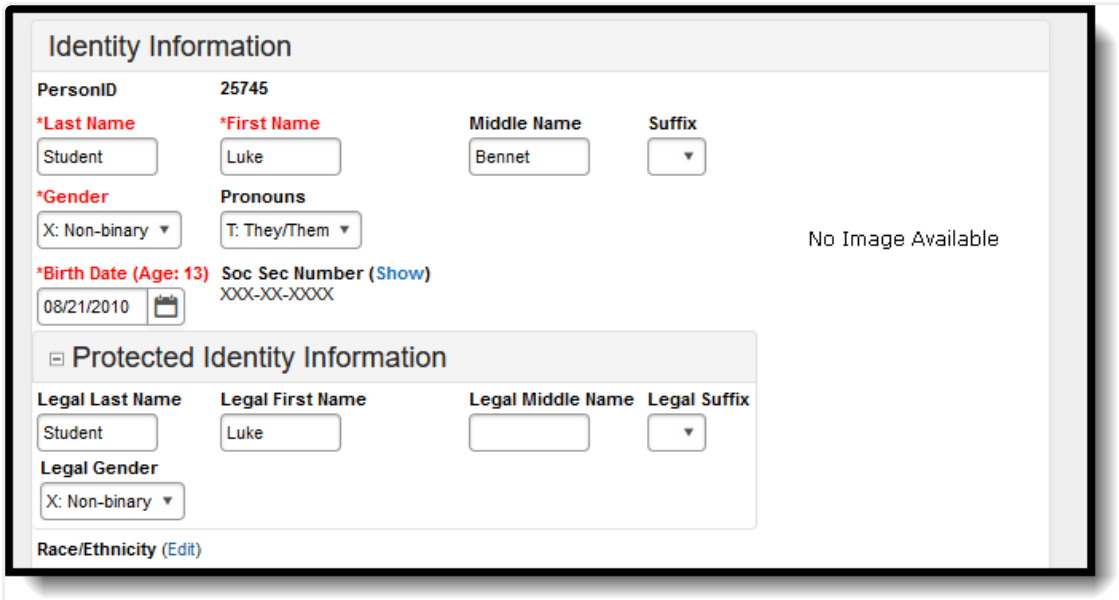
Non-binary gender reporting

Schools can assign students a gender of M: Male, F: Female, 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 and staff identity information.

To 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** of M: Male, F: Female, or X: Non-binary.
3. Save the record when finished.



Gender and Legal Gender Assignment

Validate SDEM data

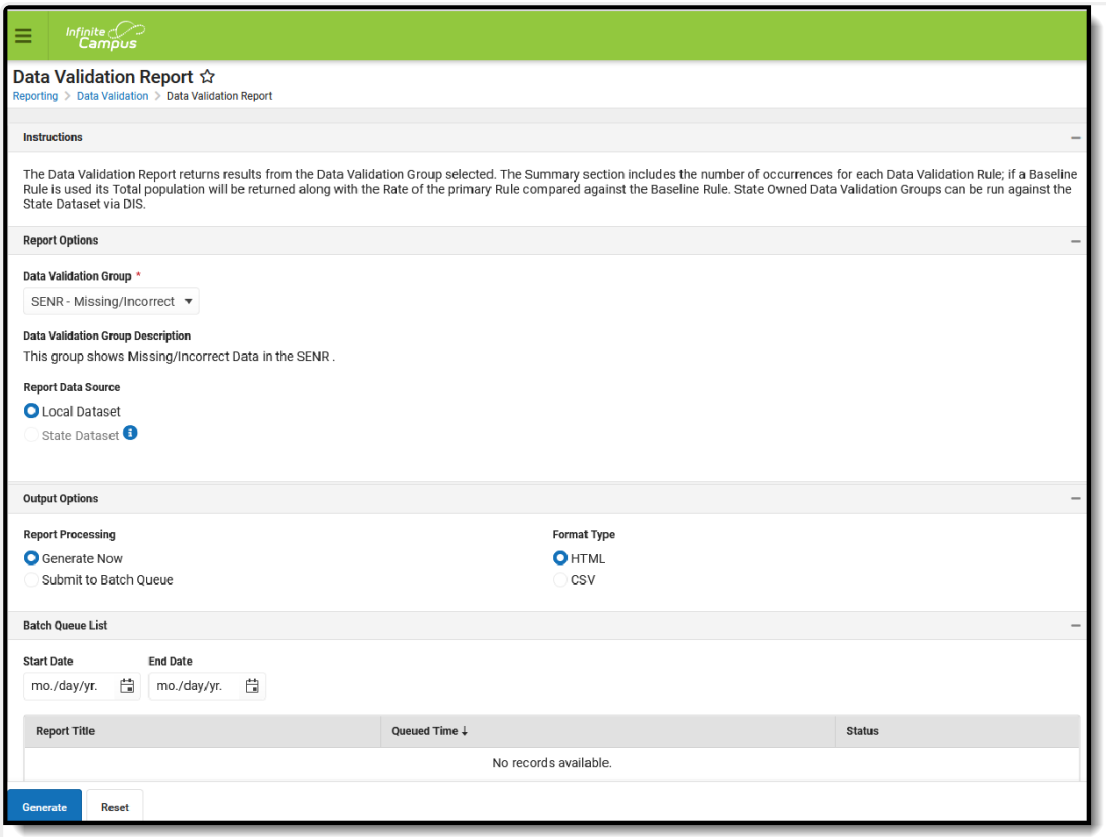
Use the Data Validation Report to correct any student data prior to the submitting the CALPADS file to the state. Validation Groups and Validation Rules are provided by Infinite Campus for a specific CALPADS extract (listed below). These groups are used to return certain rules assigned to each group.

- 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.

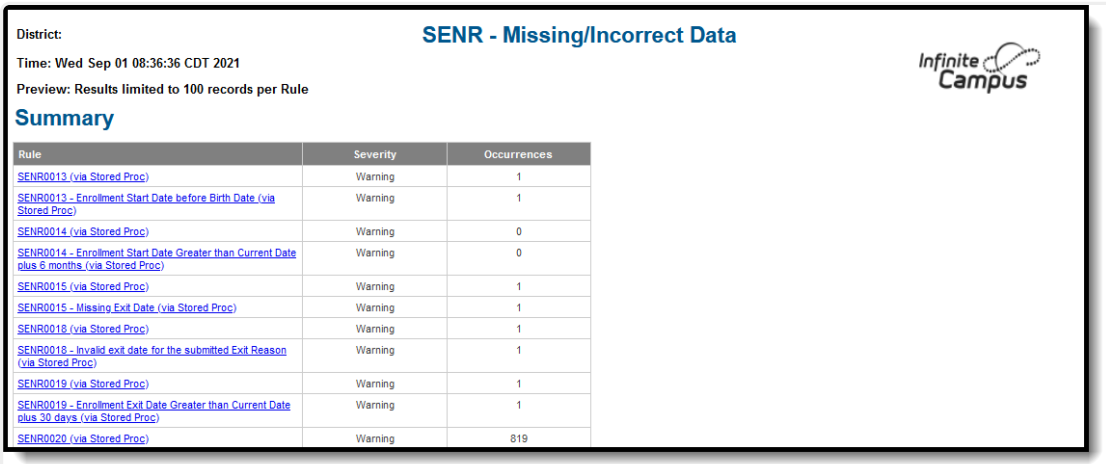
Users can select the **Missing or Incorrect Data** Validation Group, which returns any missing or incorrect data that is reported in the CALPADS Extract, like a missing enrollment exit reason or an incorrect date, for example.

Note that examples refer to CALPADS SENR.



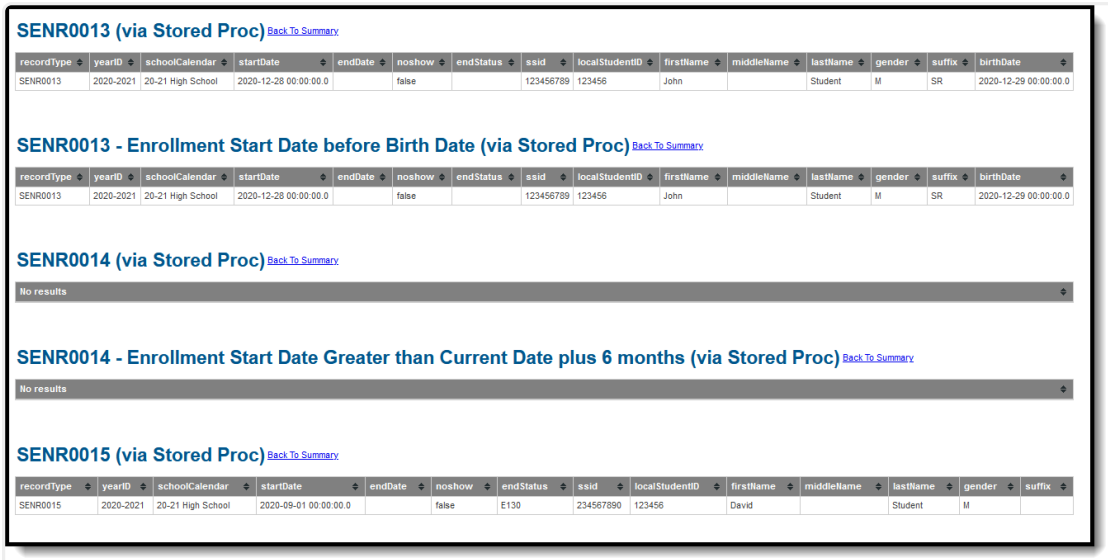
Data Validation Report - Missing/Incorrect Data

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



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.



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...

Rule Number	Issue	Logic	Location
GERR0001	Missing required field.	Indicates the staff person's Education Level is missing.	Demographics > Person Information > Education Level Employment.educationLevel
SDEM0114	Staff Employment End Date Less Than Staff Employment Start Date	Indicates the staff person's employment end date is BEFORE the employment start date. Employment end dates must be AFTER employment start dates.	District Employment > Start Date Employment.startDate District Employment > End Date Employment.endDate

Rule Number	Issue	Logic	Location
SDEM0107	Invalid Staff Age	Indicates the entered staff birth date is incorrect. Staff must be between the ages of 18 and 95.	Demographics > Person Information > Birth Date Identity.birthDate
SDEM0111	Staff Employment Start Date Less than Birth Date plus 18	Indicates the employment start date is before the staff person's 18th birthday. Staff Employment Start Date must be greater than Staff Birth Date plus 18 years.	Demographics > Person Information > Birth Date Identity.birthDate District Employment > Start Date Employment.startDate
SDEM0112	Staff Employment Start Date Greater than current date plus six months	Indicates the Staff Employment Start Date is more than six months from the current date. Employment start dates must be the current date, before the current date, or within six months in the future of the current date.	District Employment > Start Date Employment.startDate

Best practices

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

District Employment

Path: Census > Staff > 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 > Staff > 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

Field	Description
Reporting Date	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.
Previous Submission Date	Date the file was previously submitted. If entered, only staff who have a data change since this date report.
Effective Start Date	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.
Effective End Date	A date entered in this field populates the **Effective End Date** field. This field is normally left blank unless the file submission is intended to insert historical data in existing CALPADS records.

Field	Description
Assignment Calculation	Determines the logic used in calculation the Service Years LEA value. When marked, the Service Years LEA is calculated using the District Assignment information: • 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. • Values are rounded to a whole number. • A year is counted as July 1 to June 30. • If the District Teaching Years Modifier is populated on the District Employment record, that value is subtracted from the Service Years value. When the Assignment Calculation checkbox is NOT marked, Service Years LEA reports as follows: • Districts report service years LEA based on the first District employment date in the district. • 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. See the District Assignment Best Practices for more information.
Transaction Type	Indicates the type of transaction that occurs - Add/Update or Delete.
Format	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.
Calendar Selection	Select the calendar of Assignment for staff. Calendars can be chosen by the active year, by the school name or by the year. Calendars marked as Exclude on the Calendar Information editor are NOT available for selection.
Report Generation Options	Choose the Generate Extract to display the results of the chosen items immediately. Choose the Submit to Batch 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
Record Type Code	Type of data record being submitted. Chosen on the Extract Editor. Reports as SDEM. • Reports as *SDEM.txt* for the State Format • Reports as *SDEM.csv* for the CSV Format *Alphanumeric, 4 characters*	Data not stored
Transaction Type Code	Action the state should take with this record. Chosen on the Extract Editor. • D = Delete • Blank = Add/Update (default) *Alphanumeric, 1 character*	Data not stored
Local Record ID	N/A	N/A

Data Elements	Description	Location
Effective Start Date	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. 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. *Date field, 8 characters (CCYYMMDD)*	Data not stored
Effective End Date	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. *Date field, 8 characters (CCYYMMDD)*	Data not stored

Data Elements	Description	Location
Reporting LEA	A unique identifier for the educational service institution in which the Staff person is employed. If the reporting calendar is from a School with Type = 15: Independently Reporting Charter, the State School Number reports (not the State District Number). This field reports the Secondary District Number when the reporting calendar has a School Type of 16: Secondary State District Number. This field is used in CALPADS as the Operational Key. *Numeric, 7 digits*	District Information > State District Number District.number School Information > School Number School. number School Information > Type School.type
Academic Year ID	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. *Date field, 9 characters (CCYY-CCYY)*	School Year Setup > Start Year/End Year Calendar.schoolYear
SEID	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). This field is used in CALPADS as the Operational Key. *Numeric, 10 digits*	Demographics > Person Identifiers > Staff State ID Person.staffStateID
Local Staff ID	A unique identifier assigned to a Staff member by the local educational agency. *Numeric, up to 10 digits*	Demographics > Person Identifiers > Staff Number Person.staffNumber

Data Elements	Description	Location
Staff First Name	The legal first name of the staff person. This information is reported from the current identity record. If the Legal First Name field is populated, information reports from that field. The first name can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName Identities > Identity Information > Protected Identity Information > Legal First Name Identity.legalFirstName
Staff Middle Name	The legal middle name of the staff person. This information is reported from the current identity record. If the Legal Middle Name field is populated, information reports from that field. The middle name can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter. *Alphanumeric, 30 characters*	Demographics > Person Information > Middle Name Identity.middleName Identities > Identity Information > Protected Identity Information > Legal Middle Name Identity.legalMiddleName

Data Elements	Description	Location
Staff Last Name	The legal last name of the staff person. This information is reported from the current identity record. If the Legal Last Name field is populated, information reports from that field. The last name can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter. *Alphanumeric, 50 characters*	Demographics > Person Information > Last Name Identity.lastName Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
Staff Alias First Name	An alternative first name to the staff legal 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. If the Legal First Name field is populated, information reports from that field. The first name can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName Identities > Identity Information > Protected Identity Information > Legal First Name Identity.legalFirstName

Data Elements	Description	Location
Staff Alias Middle Name	An alternative middle name to the staff legal middle 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. If the Legal Middle Name field is populated, information reports from that field. The middle name can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter. *Alphanumeric, 30 characters*	Demographics > Person Information > Middle Name Identity.middleName Identities > Identity Information > Protected Identity Information > Legal Middle Name Identity.legalMiddleName
Staff Alias Last Name	An alternative last name to the staff legal last 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. If the Legal Last Name field is populated, information reports from that field. The lastname can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter. *Alphanumeric, 50 characters*	Demographics > Person Information > Last Name Identity.lastName Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName

Data Elements	Description	Location
Staff Birth Date	Birth date of the staff person. This information is reported from the current identity record. *Date field, 10 characters (CCYYMMDD)*	Demographics > Person Information > Birth Date Identity.birthDate
Staff Gender Code	Gender of the staff person.This information is reported from the current identity record. If the Legal Gender field is populated, information reports from that field. See the Non-Binary Gender Reporting section for additional information. *Alphanumeric, 1 character (M or F)*	Demographics > Person Information > Gender Identity.gender Identities > Identity Information > Protected Identity Information > Legal Gender
Staff Hispanic Ethnicity	An indication of whether or not a staff member identifies as having a Hispanic ethnicity. This information is reported from the current identity record. • Reports a value of Y when *Is the individual Hispanic/Latino?* is set to Yes. • Reports a value of N when *Is the individual Hispanic/Latino?* is set to No. • Reports a blank value when *Is the individual Hispanic/Latino?* is not populated (null) OR the Race/Ethnicity Determination is 05 (Intentionally Blank). *Alphanumeric, 1 character (Y, N or blank)*	Demographics > Person Information > Is the individual Hispanic/Latino? Identity.hispanicEthnicity

Data Elements	Description	Location
Staff Ethnicity Missing Indicator	An indication of whether or not the staff's ethnicity of Being Hispanic/Latino has intentionally been left blank. • Reports a value of Y when Is the Individual Hispanic/Latino is blank (null) or the Race/Ethnicity Determination is 05 (Intentionally Blank). • Otherwise, reports a value of N. *Alphanumeric, 1 character (Y or N)*	Demographics > Person Information > Race/Ethnicity Determination identity.raceEthnicityDetermination
Staff Race 1 Code	A coded value representing a person's race category. See the Race/Ethnicity Codes for a list of options. This information is reported from the current identity record. *Numeric, 3 digits or blank*	Demographics > Person Information > Race checkboxes Identity.raceEthnicity
Staff Race 2 Code	A coded value representing a person's race category. See the Race/Ethnicity Codes for a list of options. This information is reported from the current identity record. *Numeric, 3 digits or blank*	Demographics > Person Information > Race checkboxes Identity.raceEthnicity
Staff Race 3 Code	A coded value representing a person's race category. See the Race/Ethnicity Codes for a list of options. This information is reported from the current identity record. *Numeric, 3 digits or blank*	Demographics > Person Information > Race checkboxes Identity.raceEthnicity
Staff Race 4 Code	A coded value representing a person's race category. See the Race/Ethnicity Codes for a list of options. This information is reported from the current identity record. *Numeric, 3 digits or blank*	Demographics > Person Information > Race checkboxes Identity.raceEthnicity

Data Elements	Description	Location
Staff Race 5 Code	A coded value representing a person's race category. See the Race/Ethnicity Codes for a list of options. This information is reported from the current identity record. *Numeric, 3 digits or blank*	Demographics > Person Information > Race checkboxes Identity.raceEthnicity
Staff Race Missing Indicator	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. This reports a value of Y when there are no race checkboxes selected. *Alphanumeric, 1 character (Y or N)*	Demographics > Person Information > Race checkboxes Identity.raceEthnicity
Staff Highest Degree Code	The highest degree an individual has earned. *Alphanumeric, 1 character*	District Employment > Education Level Employment.educationLevel
Staff Employment Status Code	A coded value representing an Employment Status Category. *Alphanumeric, 1 character*	District Employment > Position Status Employment.status
Staff Employment Start Date	Start date of employment. *Date field, 8 characters (CCYYMMDD)*	District Employment > Start Date Employment.startDate
Staff Employment End Date	End date of employment. *Date field, 8 characters (CCYYMMDD)*	District Employment > End Date Employment.endDate

Data Elements	Description	Location
Service Years LEA	Total years the staff person has been employed by the district based on the start and end dates of the District Assignment record. • 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. • Values are rounded to a whole number (any part of a year is equal to one year). • A year is calculated from July 1 to June 30. • If the District Teaching Years Modifier is populated on the District Employment record, that value is subtracted from the Service Years value. See the following example: • Start Date: 8/1/2000 • Reporting Date: 10/1/2009 • District Teaching Years Modifier: 2 Service Years LEA would be 8. 2000 to 2009 = 10 years, minus 2 years. If there is an earlier, closed DE with a number in the District Teaching Years Modifier, that number should not affect the calculation. See the Best Practices section for additional information. *Numeric, up to 2 digits*	District Assignment > Start Date, End Date, Service Type District Employment > District Teaching Years Modifier

Data Elements	Description	Location
Total Years Service	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. 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 > People > District Employment > Teaching Start Date and Teaching Years Modifier) Any part of a year is equal to one year. *Numeric, up to 2 digits*	Data not stored