

Staff Development Fact Template (New Mexico)

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Tool Search: Staff Development Fact Template

The Staff Development Fact Template is used to track staff development activities for certified staff.

Staff Development Fact Template Editor

Report Logic

- To report, staff must have at least one active District Employment AND at least one active District Assignment in the selected reporting range.
- To report, at least one of the staff's active District Assignment or District Employment types must be Certified.
- If a staff member has multiple sequential District Employments, the Activity Code reports from the most recent, active employment in the reporting range.

Report Editor

Field	Description
Submission Schedule	The Submission Schedule for which data is being submitted to the state.
Submission Start Date	The Start Date of the reporting range.
Submission End Date	The End Date of the reporting range.

Field	Description
Staff Ad Hoc Filter	Select a Staff Ad Hoc Filter to limit report results to staff included in the filter.
Format	The format in which the report will generate. Options include HTML and CSV.
Select Calendars	The calendar(s) from which data is pulled for the report.

Report Example

Staff Development Template Records:24						
DistrictCode	StaffID	ActivityCode	ActivityStartDate	Filler1	Filler2	Filler3
123	123456789	HQMS	2015-10-01			
123	234567891	HQMS	2015-10-01			
123	345678912	HQMS	2015-10-01			
123	456789123	HQMS	2015-10-01			
123	567891234	HQMS	2015-10-01			
123	012355566	HQMS	2015-10-01			

Staff Development Template

Report Layout

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
District Code	A three-character district code.	Numeric, 3 digits	District.number	District Information > District Number
Staff ID	The staff member's social security number.	Numeric, 12 digits	Identity.ssn	Demographics > SSN
Activity Code	Reports blank for all records.	N/A	N/A	N/A

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
Activity Start Date	<p>The report date. This element reports the end year plus a specific value for each reporting date.</p> <p>Valid Values</p> <ul style="list-style-type: none"> • YYYY-10-01 = 40D • YYYY-03-01 = 120D • YYYY-06-01 = EOY 	Date field, 10 characters YYYY-MM-DD	N/A	N/A
Filler 1 - 12	N/A	N/A	N/A	N/A
Staff Credits Earned	Reports blank.	N/A	N/A	N/A
Activity Hours	Reports blank.	N/A	N/A	N/A