

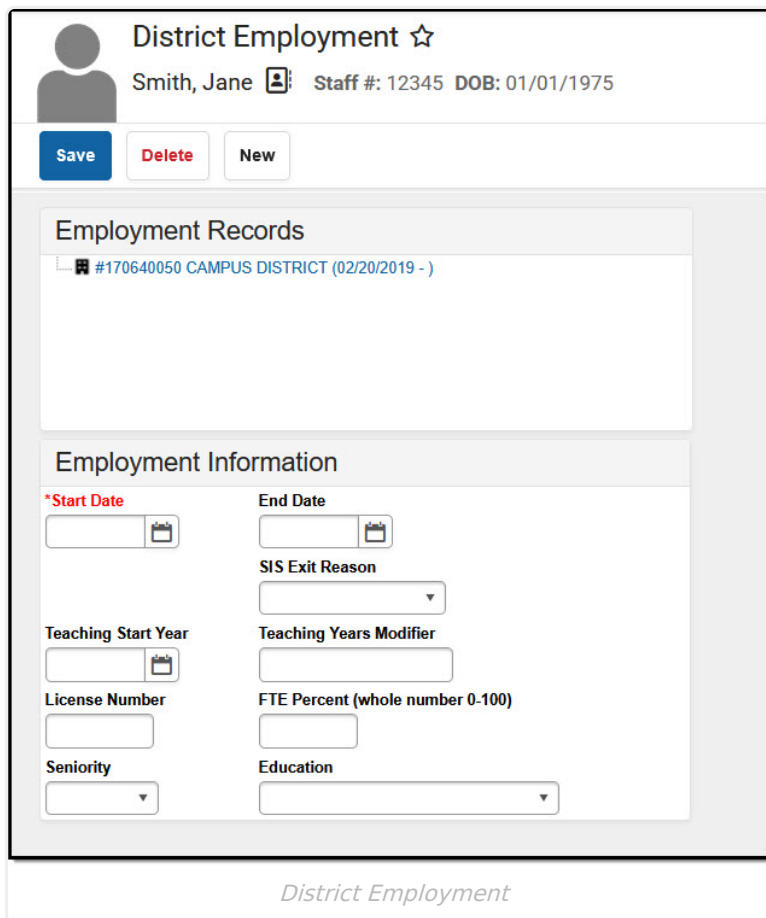
# District Employment (Illinois)

Last Modified on 09/05/2025 9:01 am CDT

## [District Employment Data Elements](#)

Tool Search: District Employment

The District Employment tool provides information on all current and past employees within the district or state. This article details the fields specific to **Illinois** districts. For additional information on the functionality of this tool, see the [District Employment](#) documentation.



The screenshot shows the District Employment tool interface. At the top, there is a header with a user icon, the title "District Employment" with a star icon, and user information: "Smith, Jane" with a user icon, "Staff #: 12345", and "DOB: 01/01/1975". Below this are three buttons: "Save" (blue), "Delete" (red), and "New" (white). The main content area is divided into two sections. The first section, "Employment Records", shows a record for "#170640050 CAMPUS DISTRICT (02/20/2019 -)". The second section, "Employment Information", contains various input fields: "Start Date" (with a calendar icon), "End Date" (with a calendar icon), "SIS Exit Reason" (a dropdown menu), "Teaching Start Year" (with a calendar icon), "Teaching Years Modifier" (a text input field), "License Number" (a text input field), "FTE Percent (whole number 0-100)" (a text input field), "Seniority" (a dropdown menu), and "Education" (a dropdown menu). At the bottom of the form, the text "District Employment" is displayed.

A System Preference is available - [Require Employment Record for District Assignment](#) - that determines how District Employment records work in conjunction with District Assignment records. The Employment tool creates a district employment record; the District Assignment tab creates a school or building employment record.

## District Employment Data Elements

The following table lists data elements and definitions available on the District Employment Editor.

Data Element	Description
<b>Start Date</b>	Indicates the date on which the staff member began employment in the district. This is a required field. Dates are entered in <i>mmddyy</i> format, or you can use the calendar icon to select a date.
<b>End Date</b>	Indicates the date on which employment in the district ended for the staff member. Entering an end date will cause the staff person to appear in red text when that person is returned in search results. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.
<b>SIS Exit Reason</b>	Indicates why the teacher's employment was ended. This value is reported in the <a href="#">Teacher Course Assignment Exit Report</a> . Options include: <ul style="list-style-type: none"> <li>• 02: Teacher Resigned</li> <li>• 03: Leave of Absence</li> <li>• 04: Death</li> <li>• 05: Teacher Expulsion</li> </ul>
<b>Teaching Start Year</b>	Indicates the date the staff person began teaching (when the teaching license was received).
<b>Teaching Years Modifier</b>	Total number of years the staff person has taught.
<b>License Number</b>	Staff person's teaching license number.
<b>FTE Percent</b>	Total percent of time for which the staff person is hired.
<b>Seniority</b>	Indicates the staff person's tenure, if applicable. Options include: <ul style="list-style-type: none"> <li>• 1: 1st Year</li> <li>• 2: 2nd Year</li> <li>• 3: 3rd Year</li> <li>• T: Tenure</li> </ul>
<b>Education</b>	Indicates the level of schooling the staff person has. Options include: <ul style="list-style-type: none"> <li>• 1: Doctorate</li> <li>• 2: Master's degree 30+ semester hours</li> <li>• 3: Master's degree</li> <li>• 4: Bachelor's degree 30+ semester hours</li> <li>• 5: Bachelor's degree</li> <li>• 6: Less than a bachelor's degree</li> </ul>

Additional options for the **Education** and **Seniority** fields can be added to the [Core](#)

[Attribute/Dictionary.](#)

---