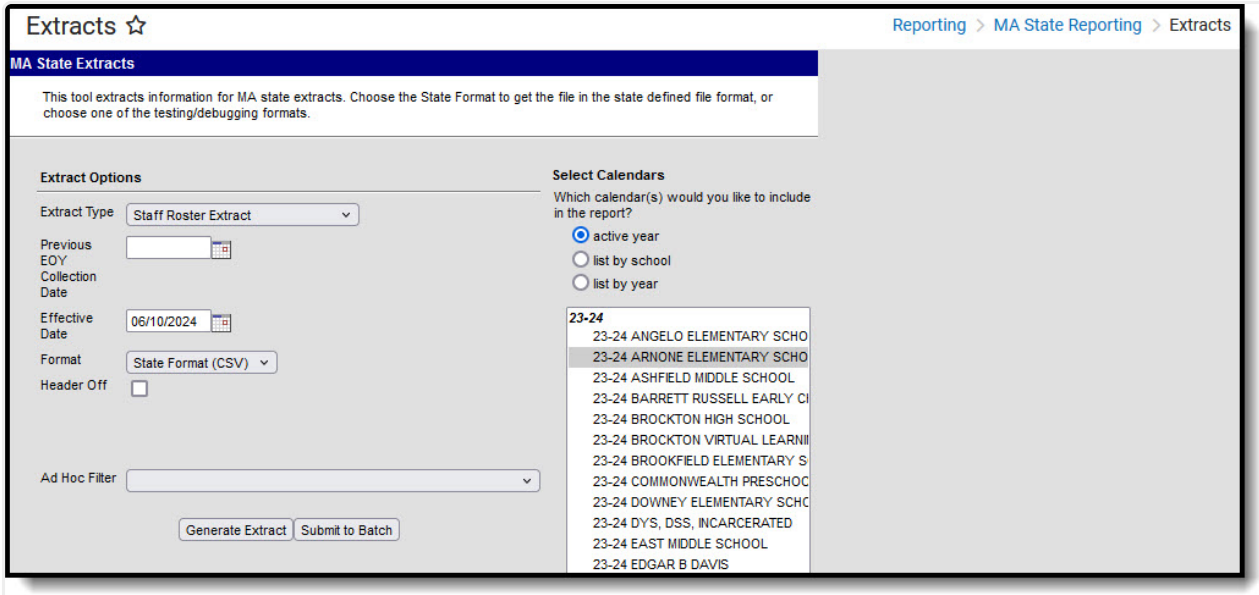
Staff Roster Extract (Massachusetts)

Last Modified on 06/10/2026 2:30 pm CDT

Tool Search: Extracts

The Massachusetts EPIMS Staff Roster Extract reports staff member information, including demographic data and work assignment information found on the District Employment tool. This information allows Massachusetts to comply fully with the No Child Left Behind Act by accurately reporting on highly qualified teachers. EPIMS data is also used to analyze the educator workforce over time to identify high need areas, evaluate current educational practices and programs and assist districts with recruiting efforts.



Staff Roster Extract Editor

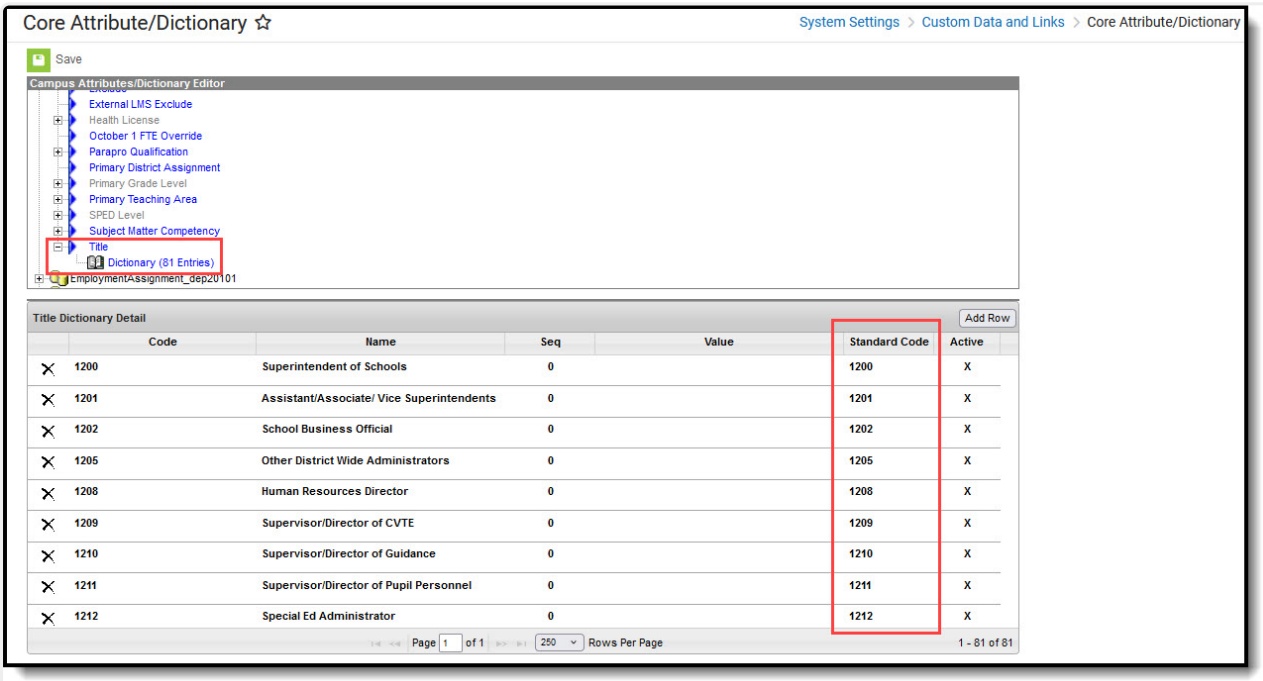
Report Logic

- When a staff's most recent District Employment Start Date is <= the Effective Date, AND there is a District Assignment that is active on or between the District Employment record:
  - When the extract Effective Date < November 1st in the selected academic year:
    - Report a Staff Roster record for the staff when (District Employment > End Date) = Null, or AFTER the "Previous EOY Collection Date".
  - When the extract Effective Date >= November 1st in the selected academic year:
    - Report a Staff Roster record for the staff when (District Employment > End Date) > October 1st in the selected academic year, or is Null.
  - Always report Staff from Schools that have Staff Assignment Type of 02:
    - Regardless of whether or not the calendar is selected on the Extract Editor: report all (02 school) staff meeting date/title parameters above where (School Information > School Editor > School Detail > Staff Assignment >Type) = 02: District Assignment.
  - Does not report Staff if all District Assignments have Job Classification codes (District Assignment>Title (StandardCode)) of NULL
    - Does not report Staff if All District Assignments are checked with the Exclude check

box.
    - Does not report Staff if the District Employment checkbox is checked.
- If the Staff has one District Assignment with a Job Classification code (District Assignments >Title (StandardCode)) that is NOT NULL then report the Staff.
    - If the Staff has a District Employment without an Exclude checkbox, then report.
    - If the Staff has a District Assignment without an Exclude checkbox, then report.

The District Assignment Title must have a Standard Code filled out on the Attribute Dictionary (Attribute/Dictionary > EmploymentAssignment > Title > Dictionary).

This standard code should be the 4-digit state code.

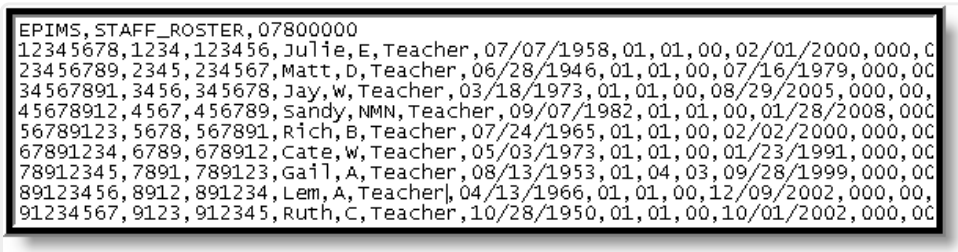


Campus Attribute Dictionary

Generating the Extract

1. Select **Staff Roster Extract** as the **Extract Type**.
2. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This date will limit the records reported to District Employment records active on that date. The default entry is the current date.
3. Indicate the **Format** in which the report should generate, HTML for data review and verification or State Format (CSV) for submission to the state.
4. Indicate if the **Header** should be left off the report.
5. Select an **Ad hoc Filter** to limit records reported.
6. Select which **Calendar(s)** should be included in the report.
7. Click **Generate Extract** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a Staff Roster report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.



```
EPIMS,STAFF_ROSTER,07800000
12345678,1234,123456,Julie,E,Teacher,07/07/1958,01,01,00,02/01/2000,000,0
23456789,2345,234567,Matt,D,Teacher,06/28/1946,01,01,00,07/16/1979,000,0C
34567891,3456,345678,Jay,W,Teacher,03/18/1973,01,01,00,08/29/2005,000,00,
45678912,4567,456789,Sandy,NMN,Teacher,09/07/1982,01,01,00,01/28/2008,00C
56789123,5678,567891,Rich,B,Teacher,07/24/1965,01,01,00,02/02/2000,000,0C
67891234,6789,678912,Cate,W,Teacher,05/03/1973,01,01,00,01/23/1991,000,0C
78912345,7891,789123,Gail,A,Teacher,08/13/1953,01,04,03,09/28/1999,000,0C
89123456,8912,891234,Lem,A,Teacher,04/13/1966,01,01,00,12/09/2002,000,00,
91234567,9123,912345,Ruth,C,Teacher,10/28/1950,01,01,00,10/01/2002,000,0C
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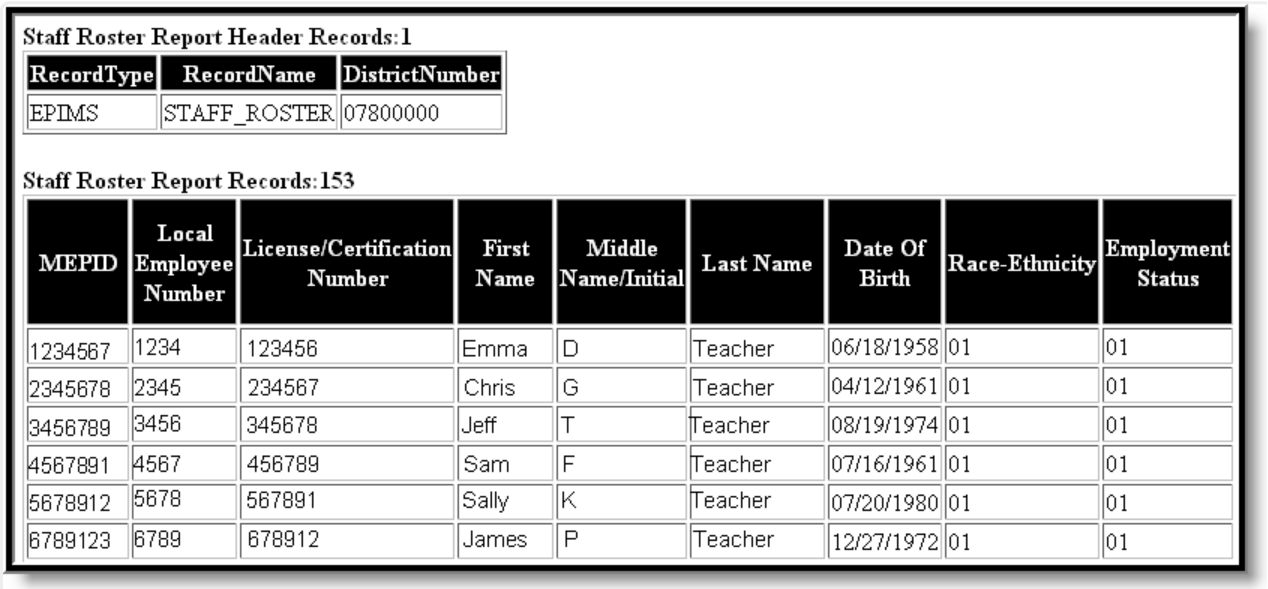
Screenshot of Staff Roster Extract - State Format (CSV)



Staff Roster Report Header Records:1

RecordType	RecordName	DistrictNumber
EPIMS	STAFF_ROSTER	07800000

Staff Roster Report Records:153

MEPID	Local Employee Number	License/Certification Number	First Name	Middle Name/Initial	Last Name	Date Of Birth	Race-Ethnicity	Employment Status
1234567	1234	123456	Emma	D	Teacher	06/18/1958	01	01
2345678	2345	234567	Chris	G	Teacher	04/12/1961	01	01
3456789	3456	345678	Jeff	T	Teacher	08/19/1974	01	01
4567891	4567	456789	Sam	F	Teacher	07/16/1961	01	01
5678912	5678	567891	Sally	K	Teacher	07/20/1980	01	01
6789123	6789	678912	James	P	Teacher	12/27/1972	01	01

Staff Roster Extract - HTML Format

Staff Roster Extract Layout

If **Header Off** is not selected in the extract editor, a header will appear at the top of the report which lists **Record Type** (EPIMS), **Record Name** (Staff_Roster) and the **District Number** of the district generating the report.

Element Name	Description	Database and Campus UI Location
MEPID	The unique identification number assigned to the individual by the state department of education.	Person.staffStateID Demographics > Staff State ID

Element Name	Description	Database and Campus UI Location
Local Employee Number	The unique identification number assigned to the individual by the district.	Person.staffNumber Demographics > Local Staff Number
License/Certification Number	The number assigned to the individual by the state department of education	Employment. licenseNumber District Employment > License Number
First Name	The legal first name of the staff member.	Identity.firstName Demographics > First Name
Middle Name/Initial	The legal middle name or middle initial of the staff member.	Identity.middleName Demographics > Middle Name
Last Name	The legal last name and suffix of the staff member.	Identity.lastName Demographics > Last Name
Date Of Birth	The month, day and year on which the staff member was born.	Identity.birthDate Demographics > Date of Birth
Race-Ethnicity	The general racial category or categories that most clearly reflect the individual's race/ethnicity. See options in the following Race/Ethnicity Options table.	Identity.raceEthnicity Demographics > Race/Ethnicity

Element Name	Description	Database and Campus UI Location
Employment Status	The two-digit code that describes an individual's employment status at the time of the collection: • When District Employment End Date = Null or when District Employment End Date = NOT Null, AND is >= effective date, 1. If effective date is 10/1 and the 'Oct 1. Status Override' field is populated, report the Oct. 1 override status value 2. If effective date is in the month of June and the 'EOY Status Override' field is populated, report the EOY override status value 3. If 'Status' field is populated, report status value 4. If Status is Null, report 01. • When District Employment End Date = NOT Null, AND is < effective date, report 04.	Employment. employmentStatus District Employment > Employment Info > Status
Reason for Exit	The code describing why the staff member is no longer employed by the district. If the District Employment End Date is null or after the Effective Date, reports as 00. Otherwise, reports the Exit Reason. Reporting logic is as follows: 1. When District Employment End Date = Null OR is > Effective Date, reports 00. 2. When District Employment End Date = NOT Null, and is <= Effective Date, reports code selected in Census>People>District Employment>Employment Info>Exit Reason See options in the following Exit Reason Options table.	Employment. exitReason District Employment > Exit Reason

Element Name	Description	Database and Campus UI Location
Date of Hire	The date of the staff member's most recent hire in the district.	Employment.startDate District Employment > Start Date
Federal Salary Source 1	One of the federal salary sources for the staff member. See options in the following Federal Income Source Options table.	Employment. federalIncomeSource1 District Employment > Federal Income 1
% Fed Salary Source 1	The percent of the individual's salary paid by Federal Salary Source 1.	Employment. federalIncomePercent1 District Employment > Federal Income Percent
Federal Salary Source 2	One of the federal salary sources for the staff member. See options in the following Federal Income Source Options table.	Employment. federalIncomeSource2 District Employment > Federal Income 2
% Fed Salary Source 2	The percent of the individual's salary paid by Federal Salary Source 2.	Employment. federalIncomePercent2 District Employment > Federal Income Percent 2
Federal Salary Source 3	One of the federal salary sources for the staff member. See options in the following Federal Income Source Options table.	Employment. federalIncomeSource3 District Employment > Federal Income 3
% Fed Salary Source 3	The percent of the individual's salary paid by Federal Salary Source 3.	Employment. federalIncomePercent3 District Employment > Federal Income Percent

Element Name	Description	Database and Campus UI Location
Degree Type 1	One of the educational degrees earned by paraprofessionals, special education and instructional support staff who are not certified in ELAR. See options in the following Degree Type Options table.	Employment. degreeType1 District Employment > Degree Type 1
Degree Institution 1	The institution at which the staff member received the corresponding degree. Reports the code used by the College Board to identify domestic colleges.	Employment. degreeInstitution1 District Employment > Degree Institution 1
Degree Subject 1	The major subject area in which the corresponding degree was achieved. See options in the following Degree Subject Options table.	Employment. degreeSubject1 District Employment > Degree Subject 1
Degree Type 2	One of the educational degrees earned by paraprofessionals, special education and instructional support staff who are not certified in ELAR. See options in the following Degree Type Options table.	Employment. degreeType2 District Employment > Degree Type 2
Degree Institution 2	The institution at which the staff member received the corresponding degree. Reports the code used by the College Board to identify domestic colleges.	Employment. degreeInstitution2 District Employment > Degree Institution 2
Degree Subject 2	The major subject area in which the corresponding degree was achieved. See options in the following Degree Subject Options table.	Employment. degreeSubject2 District Employment > Degree Subject 2
Degree Type 3	One of the educational degrees earned by paraprofessionals, special education and instructional support staff who are not certified in ELAR. See options in the following Degree Type Options table.	Employment. degreeType3 District Employment > Degree Type 3

Element Name	Description	Database and Campus UI Location
Degree Institution 3	The institution at which the staff member received the corresponding degree. Reports the code used by the College Board to identify domestic colleges.	Employment. degreeInstitution3 District Employment > Degree Institution 3
Degree Subject 3	The major subject area in which the corresponding degree was achieved. See options in the following Degree Subject Options table.	Employment. degreeSubject3 District Employment > Degree Subject 3
Exit Date	The month, day and year the individual exited the district. When the Employment End Date is not null and on or before the extract Effective Date, reports the End Date. If End Date is null or is after the extract Effective Date, reports as NA.	Employment.exitDate District Employment > Exit Date
Professional Teacher Status	Reports the educator's current professional teacher status as determined by district policies. • Reports 01 if Yes is selected. • Reports 02 if No is selected. • Reports 99 if 99 is selected or field is blank.	Employment.seniority Staff Eval > District Level Professional Teacher
Overall Evaluation	Reports the educator's current school year overall Summative Evaluation rating or Formative Evaluation rating. • Reports the value entered in the SR29 Overall Eval Score field • If null, a value of 99 is reported.	StaffEval.holisticScore Staff Eval > SR29 Overall Eval Score
Standard 1 Evaluation	Reports the educator's current school year evaluation rating on Standard 1. • Reports the value entered in the SR30 Standard 1 Eval field • If null, a value of 99 is reported.	StaffEval. evaluationPart1Score Staff Eval > SR30 Standard 1 Eval

Element Name	Description	Database and Campus UI Location
Standard 2 Evaluation	Reports the educator's current school year evaluation rating on Standard 2. • Reports the value entered in the SR31 Standard 2 Eval field • If null, a value of 99 is reported.	StaffEval. evaluationPart2Score Staff Eval > SR31 Standard 2 Eval
Standard 3 Evaluation	Reports the educator's current school year evaluation rating on Standard 3. • Reports the value entered in the SR32 Standard 3 Eval field • If null, a value of 99 is reported.	StaffEval. evaluationPart3Score Staff Eval > SR32 Standard 3 Eval
Standard 4 Evaluation	Reports the educator's current school year evaluation rating on Standard 4. • Reports the value entered in the SR33 Standard 4 Eval field • If null, a value of 99 is reported.	StaffEval. evaluationPart4Score Staff Eval > SR33 Standard 4 Eval
Beginner Educator Mentor	For any staff reported as beginner educator, this element will identify the MEPID of their mentoring teacher. • If populated, report value • Else, report 99 Note: This will only report if Beginning Educator is Yes.	District Assignment > Beginning Educator Mentor MEPID
Educator Evaluation Plan	Indicates the type of plan in which an educator is being evaluated. • Hard-coded to report a value of 99.	N/A
Staff Days of Attendance	Reports the cumulative number of days a staff member has been present (defined as at least half the school day) in the district. • Report the value entered in "Staff Actual Attendance" • If null, report 0.	District Employment > Staff Actual Attendance

Element Name	Description	Database and Campus UI Location
Staff Expected Days of Attendance	Reports the cumulative number of days a staff member was expected to be present (defined as at least half the school day) in the district. • Report the value entered in "Staff Expected Attendance" • If null, report 0	District Employment > Staff Expected Attendance
Beginner Education Identifier	Indicates if the staff member is in their first year of experience in their primary job classification. • Logic reports the value entered in the Beginning Education field on the Employment Assignment record. • If null, report 00.	EmploymentAssignment.beginningEducator District Assignment > Employment Assignment Information > Beginning Educator

Race Ethnicity Options

Click here to expand...

Race	No Hispanic or Latino	Hispanic or Latino
White	01	33
Black or African American	02	34
Asian	03	35
American Indian or Alaska Native	04	36
Native Hawaiian or Other Pacific Islander	05	37
White & Black or African American	06	38
White & Asian	07	39
White & American Indian or Alaska Native	08	40
White & Native Hawaiian or Other Pacific Islander	09	41
Black or African American & Asian	10	42

Race	No Hispanic or Latino	Hispanic or Latino
Black or African American & American Indian or Alaska Native	11	43
Black or African American & Native Hawaiian or Other Pacific Islander	12	44
Asian & American Indian or Alaska Native	13	45
Asian & Native Hawaiian or Other Pacific Islander	14	46
American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander	15	47
White & Black or African American & Asian	16	48
White & Black or African American & American Indian or Alaska Native	17	49
White & Black or African American & Native Hawaiian or Other Pacific Islander	18	50
White & Asian & American Indian or Alaska Native	19	51
White & Asian & Native Hawaiian or Other Pacific Islander	20	52
White & American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander	21	53
Black or African American & Asian & Native Hawaiian or Other Pacific Islander	22	54
Black or African American & Asian & American Indian or Alaska Native	23	55
Black or African American & Native Hawaiian or Other Pacific Islander & American Indian or Alaska Native	24	56
Asian & Native Hawaiian or Other Pacific Islander & American Indian or Alaska Native	25	57
White & Black or African American & Asian & American Indian or Alaska Native	26	58
White & Black or African American & American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander	27	59
White & Asian & American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander	28	60
White & Black or African American & Asian & Native Hawaiian or Other Pacific Islander	29	61

Race	No Hispanic or Latino	Hispanic or Latino
Black or African American & Asian & American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander	30	62
White & Black or African American & Asian & American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander	31	63

Exit Reason Options

Click here to expand...

Code	Description
00	Not Applicable
01	Personal
02	Layoff
03	Contract not Continued or Renewed
04	District Discharge
05	Death
06	Retirement
07	Reason Unknown/Other
08	Other employment in Pre K-12 public education
09	Other employment in education
10	Other employment outside education
11	Dismissed due to unsatisfactory evaluation

Federal Income Source Options

Click here to expand...

Code	Description
116/595	OpenSciEd Field Test
181A	Gateway City Education- Bilingual Education Program - All levels

Code	Description
187A	Bilingual Education Grant Program - All levels
220/323	Support to Schools and Districts in the Strategic Transformation Region
220B	Literacy Leadership Institute Pilot
222/325	Targeted Assistance Grant (TAG)
306/307	Title I, Part D, Subpart 1
310-2	McKinney-Vento Homeless Education Grant
345/674/304	Adult Education Services
405B	Career and Technical Education Partnership Planning Grant
406/412	Career and Technical Education Partnership Implementation Grant
415/416/417	Innovation Pathways
494-538	Workplace Education Planning Grant
667/343	Adult Education Professional Development System
671/661/359	Integrated English Literacy and Civics Education and Integrated Education and Training
ABE	Adult Education Services
000	Not Applicable
107	Statewide College and Career Readiness Program - Targeted Funds Grant to JFY NetWorks
136	GOSOY MEP
140	Title II, Part A: Building Systems of Support for Excellent Teaching and Leading
141	Service-Learning Connect Science Energy and Design Institutes
152	Digital Literacy Now Grant - Middle Grades (6-8)
180	Title III: English Language Acquisition and Academic Achievement Program for English Learners
181	Gateway City Grants for High Quality, Intensive English Language Learning Programs - All Levels
187	Alternative ELE programs - All Levels

Code	Description
192	Special Support Earmark
194	Educating the Children of Military Families
195	Special Support Earmark II
216	Teacher Diversification Pilot Program
225	Expanded Learning Time
240	Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement Grant
244	Massachusetts 21st Century Community Learning Centers-Continuation Grant Enhanced Programs for IEP
245	Massachusetts 21st Century Community Learning Centers - Enhanced Programs for Students on an IEP
262	Early Childhood Special Education (ECSE) Program Federal Entitlement Grant
267	SPED-Middle School Read
287	Adult Education: Primary Instruction By Volunteers
298	Early Childhood Special Education Targeted Program Improvement Grant
305	Title I, Part A: Improving Basic Programs Operated by Local School Districts
308	Massachusetts Migrant Education Program
309	Title IV, Part A: Student Support and Academic Enrichment Grant
310	McKinney-Vento Homeless Education Grant
314	Emergency Impact Aid Assistance for Homeless Children and Youth
317	METCO
320	MassGrad Promising Practices Grant
335	Safe and Supportive Schools Competitive Grant
337	Safe and Supportive Schools Continuation Grant
345	Adult Education Services
346	Adult Basic Education Earmarks

Code	Description
400	Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Secondary
401	Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Postsecondary
403	Vocational Technical Education Framework Revision Project Grant
404	Perkins Teacher Externship Summer Program Grant
405	Career and Technical Education Partnership Planning Grant
411	Perkins Leadership Academy Grant
414	Career and Technical Education Student Organizations
428	Connecting Activities
452	Strengthening CTE for the 21st Century Act (Perkins V) in Correctional Institutions
460	Early College Support Gran
494	Workplace Education Planning Grant
511	School Redesign Grant Renewal
528	Increased Access to Quality Afterschool and Summer Learning Programs
529	After-School and Out-of-School Time (ASOST) Pilot Data-Sharing Targeted Funds Grant - Continuation
531	(ASOST-Q) - Targeted Funds Grant (Earmark)
532	Charter School Significant Expansion Program
535	Charter School Start-Up Assistance Program
537	Massachusetts Dissemination Program: Facilitating School-to-School Learning
574	Massachusetts Early Literacy Intervention Program - Reading Recovery
589	Civics Teaching and Learning Grant
645	Massachusetts 21st Century Community Learning Centers Program -Continuation Grant

Code	Description
646	Massachusetts 21st Century Community Learning Centers - Exemplary Programs Grant
647	Massachusetts 21st Century Community Learning Centers - Supporting Additional Learning Time
650	Healthy Schools for Student Success
668	Adult Education Transition to Community College
669	Adult Education: Distance Learning Instructional Hub
690	Title V-B(2): Rural and Low-Income School Program
716	Teen Pregnancy Prevention: (PREP) - Integrated Approaches to Sustainability
722	School Nutrition Equipment Assistance for High Need Districts
734	Early Grades Literacy Program: Creating Independent Writers
735	Early Literacy Screener Pilot Grant
850	High School Equivalency Test Center Grant

Degree Type Options

Click here to expand...

Code	Description
HS	High School Diploma
001	Bachelor’s Degree
002	Specialist’s Degree
003	Master’s Degree
004	Doctoral (Doctors) degree (e.g., Ph.D., Ed.D.)
005	First-professional degree other than JD
006	Juris Doctor (J.D.)
007	Associate’s degree
008	Some college but no degree

Code	Description
009	Post High School Award/Cert/Dipl +1
010	Post High School Award/Cert/Dipl -1
011	Post high school graduate (Grade 13)
012	High School Diploma or equivalent
013	No high school diploma
014	Certificate of Advanced Graduate Study (C.A.G.S.)

Degree Subject Options

Click here to expand...

Code	Description
00	Not Applicable
01	American Studies
02	Anthropology
03	Visual Art
04	Astronomy
05	Biochemistry
06	Biology
07	Business/Finance/Economics/Accounting
08	Chemistry
09	Computer Technology
10	Drama/Theatre Arts/Dance
11	Earth Science/Geology
14	English/Literature/Composition
15	Foreign Language
16	Geography/Government
18	Health Education
19	History

Code	Description
21	Mathematics
22	Music
23	Nursing
24	Philosophy
25	Physical Education
26	Physics
27	Political Science/Sociology
28	Psychology
29	Religion
30	Special Education
33	Education
34	Advertising/Marketing
35	Aeronautical/Aerospace Science & Engineering
36	African/African-American Studies
37	Agricultural/Forestry/Horticultural Studies/Wildlife Studies
38	Animal/Veterinary Science
39	Communication Disorders
40	Communications/Journalism/Broadcast/Public Relations
41	Culinary Arts
42	Criminal Justice/Criminology
43	Early Childhood
44	Engineering: All Types
45	English as a Second Language
46	International Relations/Diplomacy
47	Liberal Arts
48	Library Information Science
49	Media Arts/Library/T.V./Radio/Film Production, Design, or Marketing
50	Natural Sciences/Ecology/Marine/Environmental

Code	Description
51	Pharmaceutical Sciences
52	Physical Sciences
53	Public Administration/Public Policy
54	Law
55	Social Work/Guidance/School Counseling
56	Interdisciplinary Studies
57	Speech Language & Hearing Disorders
58	Sports Medicine/Exercise Science/Athletic Training/Recreational Exercise
59	Travel and Tourism
60	Women Studies
70	Other