

# Staff Roster Extract (Massachusetts)

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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  $\leq$  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  $(\text{District Employment} > \text{End Date}) = \text{Null}$ , or AFTER the "Previous EOY Collection Date".
  - When the extract Effective Date  $\geq$  November 1st in the selected academic year:
    - Report a Staff Roster record for the staff when  $(\text{District Employment} > \text{End Date}) >$  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  $(\text{School Information} > \text{School Editor} > \text{School Detail} > \text{Staff Assignment} > \text{Type}) = 02$ : 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.

When HR (Human Resources) is enabled, the following logic is also considered:

- The report does not include staff who have all District Assignments with a Job Classification (Title) of null.
  - Does not report Staff if the Staff has a District Employment with a check in the SIF Exclude check box (Personnel Master > HR General Information > Employment Dates > SIF Exclude).
  - Does not report Staff if all Work Locations are checked with the SIF Exclude check box.
- If a staff member has one Work Assignment with a Job Classification (Work Assignment) > Title that is not null, the staff member is reported.
  - If the Staff has a District Employment without a check in the SIF Exclude check box (Personnel Master > HR General Information > Employment Dates > SIF Exclude), then report.
  - If the Staff has at least one Work Location without a SIF Exclude check box checked, then report.
  - Report any Staff with a Work Assignment where the Work Location does not have a SIF Exclude check box checked.

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.

Core Attribute/Dictionary ☆ System Settings > Custom Data and Links > Core Attribute/Dictionary

Save

Campus Attributes/Dictionary Editor

- External LMS Exclude
- Health License
- October 1 FTE Override
- Parapro Qualification
- Primary District Assignment
- Primary Grade Level
- Primary Teaching Area
- SPEd Level
- Subject Matter Competency
- Title
  - Dictionary (81 Entries)
- EmploymentAssignment\_DepzU01

Title Dictionary Detail

	Code	Name	Seq	Value	Standard Code	Active
✕	1200	Superintendent of Schools	0		1200	X
✕	1201	Assistant/Associate/ Vice Superintendents	0		1201	X
✕	1202	School Business Official	0		1202	X
✕	1205	Other District Wide Administrators	0		1205	X
✕	1208	Human Resources Director	0		1208	X
✕	1209	Supervisor/Director of CVTE	0		1209	X
✕	1210	Supervisor/Director of Guidance	0		1210	X
✕	1211	Supervisor/Director of Pupil Personnel	0		1211	X
✕	1212	Special Ed Administrator	0		1212	X

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*Campus Attribute Dictionary*

## Generating the Extract

1. Select **Staff Roster Extract** as the **Extract Type**.
2. Enter an **Effective Date** in *mmdyyy* 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,07/07/1958,01,01,00,02/01/2000,000,00
23456789,2345,234567,Matt,D,Teacher,06/28/1946,01,01,00,07/16/1979,000,00
34567891,3456,345678,Jay,W,Teacher,03/18/1973,01,01,00,08/29/2005,000,00,
45678912,4567,456789,Sandy,NMN,Teacher,09/07/1982,01,01,00,01/28/2008,000
56789123,5678,567891,Rich,B,Teacher,07/24/1965,01,01,00,02/02/2000,000,00
67891234,6789,678912,Cate,W,Teacher,05/03/1973,01,01,00,01/23/1991,000,00
78912345,7891,789123,Gail,A,Teacher,08/13/1953,01,04,03,09/28/1999,000,00
89123456,8912,891234,Lem,A,Teacher,04/13/1966,01,01,00,12/09/2002,000,00,
91234567,9123,912345,Ruth,C,Teacher,10/28/1950,01,01,00,10/01/2002,000,00
    
```

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
<b>MEPID</b>	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
		HR Enabled: hrDemographics. staffStateID  Human Resources > Personnel > Personnel Master > HR General Information - Current Record > State Number
<b>Local Employee Number</b>	The unique identification number assigned to the individual by the district.	Person.staffNumber  Demographics > Local Staff Number  HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Personnel Number
<b>License/Certification Number</b>	The number assigned to the individual by the state department of education  HR Enabled: <ul style="list-style-type: none"> <li>Logic reports the most recent start date with a non-null license number. If no dates exist or the same dates are for multiple records, logic reports the most recent credentialID.</li> </ul>	Employment. licenseNumber  District Employment > License Number  HR Enabled: EmploymentCredential. licenseNumber  Human Resources > Personnel > Personnel Master > Qualifications > Qualification Details > Licensure/Certification > Number (Type = License)
<b>First Name</b>	The legal first name of the staff member.	Identity.firstName  Demographics > First Name  HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > First Name

Element Name	Description	Database and Campus UI Location
<b>Middle Name/Initial</b>	The legal middle name or middle initial of the staff member.	Identity.middleName  Demographics > Middle Name  HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Middle Name
<b>Last Name</b>	The legal last name and suffix of the staff member.	Identity.lastName  Demographics > Last Name  HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Last Name
<b>Date Of Birth</b>	The month, day and year on which the staff member was born.	Identity.birthDate  Demographics > Date of Birth  HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Birth Date
<b>Race-Ethnicity</b>	The general racial category or categories that most clearly reflect the individual's race/ethnicity.  See options in the following <a href="#">Race/Ethnicity Options</a> table.	Identity.raceEthnicity  Demographics > Race/Ethnicity  HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Race Ethnicity

Element Name	Description	Database and Campus UI Location
<b>Employment Status</b>	<p>The two-digit code that describes an individual's employment status at the time of the collection:</p> <ul style="list-style-type: none"> <li>• When District Employment End Date = Null or when District Employment End Date = NOT Null, AND is <math>\geq</math> effective date,               <ol style="list-style-type: none"> <li>1. If effective date is 10/1 and the 'Oct 1. Status Override' field is populated, report the Oct. 1 override status value</li> <li>2. If effective date is in the month of June and the 'EOY Status Override' field is populated, report the EOY override status value</li> <li>3. If 'Status' field is populated, report status value</li> <li>4. If Status is Null, report 01.</li> </ol> </li> <li>• When District Employment End Date = NOT Null, AND is <math>&lt;</math> effective date, report 04.</li> </ul>	<p>Employment. employmentStatus</p> <p>District Employment &gt; Employment Info &gt; Status</p>
	<p>When HR is enabled, the following logic is used:</p> <ul style="list-style-type: none"> <li>• When Termination Date = Null or when Termination Date = NOT Null, AND is <math>\geq</math> effective date,               <ol style="list-style-type: none"> <li>1. If effective date is 10/1 and the 'Oct 1. Status Override' field is populated, report the Oct. 1 override status value</li> <li>2. If effective date is in the month of June and the 'EOY Status Override' field is populated, report the EOY override status value</li> <li>3. If 'Status' field is populated, report status value</li> <li>4. If Status is Null, report 01.</li> </ol> </li> <li>• When Termination Date = NOT Null, AND is <math>&lt;</math> effective date, report 04.</li> </ul>	<p>HR Enabled: Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information - Current Record &gt; Status</p>

Element Name	Description	Database and Campus UI Location
<b>Reason for Exit</b>	<p>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.</p> <p>Reporting logic is as follows:</p> <ol style="list-style-type: none"> <li>1. When District Employment End Date = Null OR is &gt; Effective Date, reports 00.</li> <li>2. When District Employment End Date = NOT Null, and is &lt;= Effective Date, reports code selected in Census&gt;People&gt;District Employment&gt;Employment Info&gt;Exit Reason</li> </ol> <p>See options in the following <a href="#">Exit Reason Options</a> table.</p>	<p>Employment. exitReason</p> <p>District Employment &gt; Exit Reason</p>
	<p>When HR is enabled, the following logic is used:</p> <ol style="list-style-type: none"> <li>1. When Termination Date (HR General Info &gt; Employment Dates) = Null or is &gt; Effective Date, report 00.</li> <li>2. When Termination Date (HR General Info &gt; Employment Dates) is NOT Null, and is &lt;= Effective Date, report code selected in HR General Info &gt; Employment Dates &gt; Exit Reason</li> </ol>	<p>HR Enabled: Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Employment Dates &gt; Exit Reason</p>
<b>Date of Hire</b>	<p>The date of the staff member's most recent hire in the district.</p>	<p>Employment.startDate</p> <p>District Employment &gt; Start Date</p>
	<p>When HR is enabled, the Hire Date is reported.</p>	<p>HR Enabled: Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Employment Dates &gt; Hire Date</p>



Element Name	Description	Database and Campus UI Location
<b>Federal Salary Source 1</b>	One of the federal salary sources for the staff member. See options in the following <a href="#">Federal Income Source Options</a> table.	Employment. federalIncomeSource1  District Employment > Federal Income 1
	When HR is enabled, logic reports the Federal Income 1 from the HR General Info > Federal Income Information > Federal Income 1 field.	HR Enabled: HRFederalIncome.federalIncome1  Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income 1
<b>% Fed Salary Source 1</b>	The percent of the individual's salary paid by Federal Salary Source 1.	Employment. federalIncomePercent1  District Employment > Federal Income Percent
	When HR is enabled, logic reports the Federal Income Percent 1 from the HR General Info > Federal Income Information > Federal Income Percent 1 field.	HR Enabled: HRFederalIncome.federalIncomePercent1  Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income Percent 1
<b>Federal Salary Source 2</b>	One of the federal salary sources for the staff member.  See options in the following <a href="#">Federal Income Source Options</a> table.	Employment. federalIncomeSource2  District Employment > Federal Income 2
	When HR is enabled, logic reports the Federal Income 2 from the HR General Info > Federal Income Information > Federal Income 2 field.	HR Enabled: HRFederalIncome.federalIncomeSource2  Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income 2

Element Name	Description	Database and Campus UI Location
<b>% Fed Salary Source 2</b>	The percent of the individual's salary paid by Federal Salary Source 2.	Employment. federalIncomePercent2  District Employment > Federal Income Percent 2
	When HR is enabled, logic reports the Federal Income Percent 2 from the HR General Info > Federal Income Information > Federal Income Percent 2 field.	HR Enabled: HRFederalIncome. federalIncomePercent2  Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income Percent 2
<b>Federal Salary Source 3</b>	One of the federal salary sources for the staff member.  See options in the following <a href="#">Federal Income Source Options</a> table.	Employment. federalIncomeSource3  District Employment > Federal Income 3
	When HR is enabled, logic reports the Federal Income 2 from the HR General Info > Federal Income Information > Federal Income 3 field.	HR Enabled: HRFederalIncome. federalIncomeSource3  Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income 3
<b>% Fed Salary Source 3</b>	The percent of the individual's salary paid by Federal Salary Source 3.	Employment. federalIncomePercent3  District Employment > Federal Income Percent
	When HR is enabled, logic reports the Federal Income Percent 2 from the HR General Info > Federal Income Information > Federal Income Percent 3 field.	HR Enabled: HRFederalIncome. federalIncomePercent3  Human Resources > Personnel > Personnel Master > HR General Information > Federal Income Information > Federal Income Percent 3

Element Name	Description	Database and Campus UI Location
<b>Degree Type 1</b>	<p>One of the educational degrees earned by paraprofessionals, special education and instructional support staff who are not certified in ELAR.</p> <p>See options in the following <a href="#">Degree Type Options</a> table.</p>	<p>Employment. degreeType1</p> <p>District Employment &gt; Degree Type 1</p>
	<p>When HR is enabled:</p> <ol style="list-style-type: none"> <li>1. Report Degree Type from the most recent record in HR &gt; Personnel &gt; Personnel Master &gt; Qualifications &gt; Education &gt; Degree Type</li> <li>2. If no record exists, report 000.</li> </ol>	<p>HR Enabled: EmploymentCredential. degreeType</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Qualifications &gt; Education &gt; Degree Type</p>
<b>Degree Institution 1</b>	<p>The institution at which the staff member received the corresponding degree. Reports the code used by the College Board to identify domestic colleges.</p>	<p>Employment. degreeInstitution1</p> <p>District Employment &gt; Degree Institution 1</p>
	<p>When HR is enabled:</p> <ol style="list-style-type: none"> <li>1. Report the 4-digit Education Institution from the most recent record in HR &gt; Personnel &gt; Personnel Master &gt; Qualifications &gt; Education &gt; Education Institution.</li> <li>2. If null, report 0000.</li> </ol>	<p>HR Enabled: EmploymentCredential. degreeInstitution</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Qualifications &gt; Qualification Details &gt; Education &gt; Education Institution</p>
<b>Degree Subject 1</b>	<p>The major subject area in which the corresponding degree was achieved.</p> <p>See options in the following <a href="#">Degree Subject Options</a> table.</p>	<p>Employment. degreeSubject1</p> <p>District Employment &gt; Degree Subject 1</p>

Element Name	Description	Database and Campus UI Location
	When HR is enabled: <ol style="list-style-type: none"> <li>1. Report the 2-digit Degree Subject from the most recent record in HR &gt; Personnel &gt; Personnel Master &gt; Qualifications &gt; Education &gt; Degree Subject Major</li> <li>2. If null, report 00.</li> </ol>	HR Enabled: EmploymentCredential. degreeSubject  Human Resources > Personnel > Personnel Master > Qualifications > Qualification Details > Education > Degree Subject Major
<b>Degree Type 2</b>	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 <a href="#">Degree Type Options</a> table.	Employment. degreeType2  District Employment > Degree Type 2
<b>Degree Institution 2</b>	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
<b>Degree Subject 2</b>	The major subject area in which the corresponding degree was achieved.  See options in the following <a href="#">Degree Subject Options</a> table.	Employment. degreeSubject2  District Employment > Degree Subject 2
<b>Degree Type 3</b>	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 <a href="#">Degree Type Options</a> table.	Employment. degreeType3  District Employment > Degree Type 3
<b>Degree Institution 3</b>	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

Element Name	Description	Database and Campus UI Location
<b>Degree Subject 3</b>	<p>The major subject area in which the corresponding degree was achieved.</p> <p>See options in the following <a href="#">Degree Subject Options</a> table.</p>	<p>Employment. degreeSubject3</p> <p>District Employment &gt; Degree Subject 3</p>
<b>Exit Date</b>	<p>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.</p>	<p>Employment.exitDate</p> <p>District Employment &gt; Exit Date</p>
	<p>When HR is enabled:</p> <ol style="list-style-type: none"> <li>1. When Termination Date (HR General Info &gt; Employment Dates) is NOT Null, and is less than or equal to the Effective Date, the Termination Date in HR General Info &gt; Employment Dates (mm/dd/yyyy) is reported.</li> <li>2. When Termination Date (HR General Info &gt; Employment Dates) = Null or is greater than the Effective Date, NA is reported.</li> </ol>	<p>HR Enabled:</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Employment Dates &gt; Termination Date</p>
<b>Professional Teacher Status</b>	<p>Reports the educator’s current professional teacher status as determined by district policies.</p> <ul style="list-style-type: none"> <li>• Reports 01 if Yes is selected.</li> <li>• Reports 02 if No is selected.</li> <li>• Reports 99 if 99 is selected or field is blank.</li> </ul>	<p>Employment.seniority</p> <p>Staff Eval &gt; District Level Professional Teacher</p>
<b>Overall Evaluation</b>	<p>Reports the educator’s current school year overall Summative Evaluation rating or Formative Evaluation rating.</p> <ul style="list-style-type: none"> <li>• Reports the value entered in the SR29 Overall Eval Score field</li> <li>• If null, a value of 99 is reported.</li> </ul>	<p>StaffEval.holisticScore</p> <p>Staff Eval &gt; SR29 Overall Eval Score</p>

Element Name	Description	Database and Campus UI Location
<b>Standard 1 Evaluation</b>	Reports the educator’s current school year evaluation rating on Standard 1. <ul style="list-style-type: none"> <li>• Reports the value entered in the SR30 Standard 1 Eval field</li> <li>• If null, a value of 99 is reported.</li> </ul>	StaffEval. evaluationPart1Score  Staff Eval > SR30 Standard 1 Eval
<b>Standard 2 Evaluation</b>	Reports the educator’s current school year evaluation rating on Standard 2. <ul style="list-style-type: none"> <li>• Reports the value entered in the SR31 Standard 2 Eval field</li> <li>• If null, a value of 99 is reported.</li> </ul>	StaffEval. evaluationPart2Score  Staff Eval > SR31 Standard 2 Eval
<b>Standard 3 Evaluation</b>	Reports the educator’s current school year evaluation rating on Standard 3. <ul style="list-style-type: none"> <li>• Reports the value entered in the SR32 Standard 3 Eval field</li> <li>• If null, a value of 99 is reported.</li> </ul>	StaffEval. evaluationPart3Score  Staff Eval > SR32 Standard 3 Eval
<b>Standard 4 Evaluation</b>	Reports the educator’s current school year evaluation rating on Standard 4. <ul style="list-style-type: none"> <li>• Reports the value entered in the SR33 Standard 4 Eval field</li> <li>• If null, a value of 99 is reported.</li> </ul>	StaffEval. evaluationPart4Score  Staff Eval > SR33 Standard 4 Eval
<b>Beginner Educator Mentor</b>	For any staff reported as beginner educator, this element will identify the MEPID of their mentoring teacher. <ul style="list-style-type: none"> <li>• If populated, report value</li> <li>• Else, report 99</li> </ul> Note: This will only report if Beginning Educator is Yes.  HR: <ul style="list-style-type: none"> <li>• If Mentor MEPID is populated, report value. Otherwise, report 99</li> </ul>	District Assignment > Beginning Educator Mentor MEPID  HR: HR > Personnel > Personnel Master > Work Assignment > Mentor MEPID
<b>Educator Evaluation Plan</b>	Indicates the type of plan in which an educator is being evaluated. <ul style="list-style-type: none"> <li>• Hard-coded to report a value of 99.</li> </ul>	N/A

Element Name	Description	Database and Campus UI Location
<b>Staff Days of Attendance</b>	<p>Reports the cumulative number of days a staff member has been present (defined as at least half the school day) in the district.</p> <ul style="list-style-type: none"> <li>• Report the value entered in "Staff Actual Attendance"</li> <li>• If null, report 0.</li> </ul>	<p>District Employment &gt; Staff Actual Attendance</p>
	<p>When HR is enabled:</p> <ol style="list-style-type: none"> <li>1. Report the Actual Attendance value in HR</li> <li>2. If null, report 0.</li> </ol>	<p>HR Enabled: EmploymentAssignment. actualAttendance</p> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Employment Dates &gt; Actual Attendance</p>
<b>Staff Expected Days of Attendance</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• Report the value entered in "Staff Expected Attendance"</li> <li>• If null, report 0</li> </ul>	<p>District Employment &gt; Staff Expected Attendance</p>
	<p>When HR is enabled:</p> <ol style="list-style-type: none"> <li>1. Report the Expected Attendance value in HR</li> <li>2. If null, report 0.               <ol style="list-style-type: none"> <li>1. If value is xx.5 or higher, round to the nearest whole number. Anything lower, report the whole number. ie 52.25 should report as 52.</li> </ol> </li> </ol>	<p>HR Enabled: EmploymentAssignment. daysPerYear</p> <p>HR &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Employment Dates &gt; Days Per Year</p>
<b>Beginner Education Identifier</b>	<p>Indicates if the staff member is in their first year of experience in their primary job classification.</p> <ul style="list-style-type: none"> <li>• Logic reports the value entered in the Beginning Education field on the Employment Assignment record.</li> <li>• If null, report 00.</li> </ul>	<p>EmploymentAssignment. beginningEducator</p> <p>District Assignment &gt; Employment Assignment Information &gt; Beginning Educator</p>

Element Name	Description	Database and Campus UI Location
	When HR is enabled: <ol style="list-style-type: none"> <li>1. Report the value selected in the Beginner Educator field.</li> <li>2. If null, report 00.</li> </ol>	HR Enabled: EmploymentAssignment. beginningEducator  Human Resources > Personnel > Personnel Master > Work Assignment > Assignment Editor > Beginner 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
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



<b>Race</b>	<b>No Hispanic or Latino</b>	<b>Hispanic or Latino</b>
<b>American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</b>	15	47
<b>White &amp; Black or African American &amp; Asian</b>	16	48
<b>White &amp; Black or African American &amp; American Indian or Alaska Native</b>	17	49
<b>White &amp; Black or African American &amp; Native Hawaiian or Other Pacific Islander</b>	18	50
<b>White &amp; Asian &amp; American Indian or Alaska Native</b>	19	51
<b>White &amp; Asian &amp; Native Hawaiian or Other Pacific Islander</b>	20	52
<b>White &amp; American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</b>	21	53
<b>Black or African American &amp; Asian &amp; Native Hawaiian or Other Pacific Islander</b>	22	54
<b>Black or African American &amp; Asian &amp; American Indian or Alaska Native</b>	23	55
<b>Black or African American &amp; Native Hawaiian or Other Pacific Islander &amp; American Indian or Alaska Native</b>	24	56
<b>Asian &amp; Native Hawaiian or Other Pacific Islander &amp; American Indian or Alaska Native</b>	25	57
<b>White &amp; Black or African American &amp; Asian &amp; American Indian or Alaska Native</b>	26	58
<b>White &amp; Black or African American &amp; American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</b>	27	59
<b>White &amp; Asian &amp; American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</b>	28	60
<b>White &amp; Black or African American &amp; Asian &amp; Native Hawaiian or Other Pacific Islander</b>	29	61
<b>Black or African American &amp; Asian &amp; American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</b>	30	62
<b>White &amp; Black or African American &amp; Asian &amp; American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</b>	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
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

<b>Code</b>	<b>Description</b>
<b>405B</b>	Career and Technical Education Partnership Planning Grant
<b>406/412</b>	Career and Technical Education Partnership Implementation Grant
<b>415/416/417</b>	Innovation Pathways
<b>494-538</b>	Workplace Education Planning Grant
<b>667/343</b>	Adult Education Professional Development System
<b>671/661/359</b>	Integrated English Literacy and Civics Education and Integrated Education and Training
<b>ABE</b>	Adult Education Services
<b>000</b>	Not Applicable
<b>107</b>	Statewide College and Career Readiness Program - Targeted Funds Grant to JFY NetWorks
<b>136</b>	GOSOY MEP
<b>140</b>	Title II, Part A: Building Systems of Support for Excellent Teaching and Leading
<b>141</b>	Service-Learning Connect Science Energy and Design Institutes
<b>152</b>	Digital Literacy Now Grant - Middle Grades (6-8)
<b>180</b>	Title III: English Language Acquisition and Academic Achievement Program for English Learners
<b>181</b>	Gateway City Grants for High Quality, Intensive English Language Learning Programs - All Levels
<b>187</b>	Alternative ELE programs - All Levels
<b>192</b>	Special Support Earmark
<b>194</b>	Educating the Children of Military Families
<b>195</b>	Special Support Earmark II
<b>216</b>	Teacher Diversification Pilot Program
<b>225</b>	Expanded Learning Time
<b>240</b>	Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement Grant

<b>Code</b>	<b>Description</b>
<b>244</b>	Massachusetts 21st Century Community Learning Centers-Continuation Grant Enhanced Programs for IEP
<b>245</b>	Massachusetts 21st Century Community Learning Centers - Enhanced Programs for Students on an IEP
<b>262</b>	Early Childhood Special Education (ECSE) Program Federal Entitlement Grant
<b>267</b>	SPED-Middle School Read
<b>287</b>	Adult Education: Primary Instruction By Volunteers
<b>298</b>	Early Childhood Special Education Targeted Program Improvement Grant
<b>305</b>	Title I, Part A: Improving Basic Programs Operated by Local School Districts
<b>308</b>	Massachusetts Migrant Education Program
<b>309</b>	Title IV, Part A: Student Support and Academic Enrichment Grant
<b>310</b>	McKinney-Vento Homeless Education Grant
<b>314</b>	Emergency Impact Aid Assistance for Homeless Children and Youth
<b>317</b>	METCO
<b>320</b>	MassGrad Promising Practices Grant
<b>335</b>	Safe and Supportive Schools Competitive Grant
<b>337</b>	Safe and Supportive Schools Continuation Grant
<b>345</b>	Adult Education Services
<b>346</b>	Adult Basic Education Earmarks
<b>400</b>	Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Secondary
<b>401</b>	Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Postsecondary
<b>403</b>	Vocational Technical Education Framework Revision Project Grant
<b>404</b>	Perkins Teacher Externship Summer Program Grant

<b>Code</b>	<b>Description</b>
<b>405</b>	Career and Technical Education Partnership Planning Grant
<b>411</b>	Perkins Leadership Academy Grant
<b>414</b>	Career and Technical Education Student Organizations
<b>428</b>	Connecting Activities
<b>452</b>	Strengthening CTE for the 21st Century Act (Perkins V) in Correctional Institutions
<b>460</b>	Early College Support Grant
<b>494</b>	Workplace Education Planning Grant
<b>511</b>	School Redesign Grant Renewal
<b>528</b>	Increased Access to Quality Afterschool and Summer Learning Programs
<b>529</b>	After-School and Out-of-School Time (ASOST) Pilot Data-Sharing Targeted Funds Grant - Continuation
<b>531</b>	(ASOST-Q) - Targeted Funds Grant (Earmark)
<b>532</b>	Charter School Significant Expansion Program
<b>535</b>	Charter School Start-Up Assistance Program
<b>537</b>	Massachusetts Dissemination Program: Facilitating School-to-School Learning
<b>574</b>	Massachusetts Early Literacy Intervention Program - Reading Recovery
<b>589</b>	Civics Teaching and Learning Grant
<b>645</b>	Massachusetts 21st Century Community Learning Centers Program -Continuation Grant
<b>646</b>	Massachusetts 21st Century Community Learning Centers - Exemplary Programs Grant
<b>647</b>	Massachusetts 21st Century Community Learning Centers - Supporting Additional Learning Time
<b>650</b>	Healthy Schools for Student Success
<b>668</b>	Adult Education Transition to Community College
<b>669</b>	Adult Education: Distance Learning Instructional Hub

Code	Description
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
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
21	Mathematics
22	Music
23	Nursing
24	Philosophy
25	Physical Education
26	Physics
27	Political Science/Sociology
28	Psychology

<b>Code</b>	<b>Description</b>
<b>29</b>	Religion
<b>30</b>	Special Education
<b>33</b>	Education
<b>34</b>	Advertising/Marketing
<b>35</b>	Aeronautical/Aerospace Science & Engineering
<b>36</b>	African/African-American Studies
<b>37</b>	Agricultural/Forestry/Horticultural Studies/Wildlife Studies
<b>38</b>	Animal/Veterinary Science
<b>39</b>	Communication Disorders
<b>40</b>	Communications/Journalism/Broadcast/Public Relations
<b>41</b>	Culinary Arts
<b>42</b>	Criminal Justice/Criminology
<b>43</b>	Early Childhood
<b>44</b>	Engineering: All Types
<b>45</b>	English as a Second Language
<b>46</b>	International Relations/Diplomacy
<b>47</b>	Liberal Arts
<b>48</b>	Library Information Science
<b>49</b>	Media Arts/Library/T.V./Radio/Film Production, Design, or Marketing
<b>50</b>	Natural Sciences/Ecology/Marine/Environmental
<b>51</b>	Pharmaceutical Sciences
<b>52</b>	Physical Sciences
<b>53</b>	Public Administration/Public Policy
<b>54</b>	Law
<b>55</b>	Social Work/Guidance/School Counseling
<b>56</b>	Interdisciplinary Studies
<b>57</b>	Speech Language & Hearing Disorders
<b>58</b>	Sports Medicine/Exercise Science/Athletic Training/Recreational Exercise



Code	Description
59	Travel and Tourism
60	Women Studies
70	Other

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## Previous Versions

[Staff Roster Extract \(Massachusetts\) \[.2144 - .2235\]](#)

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