

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

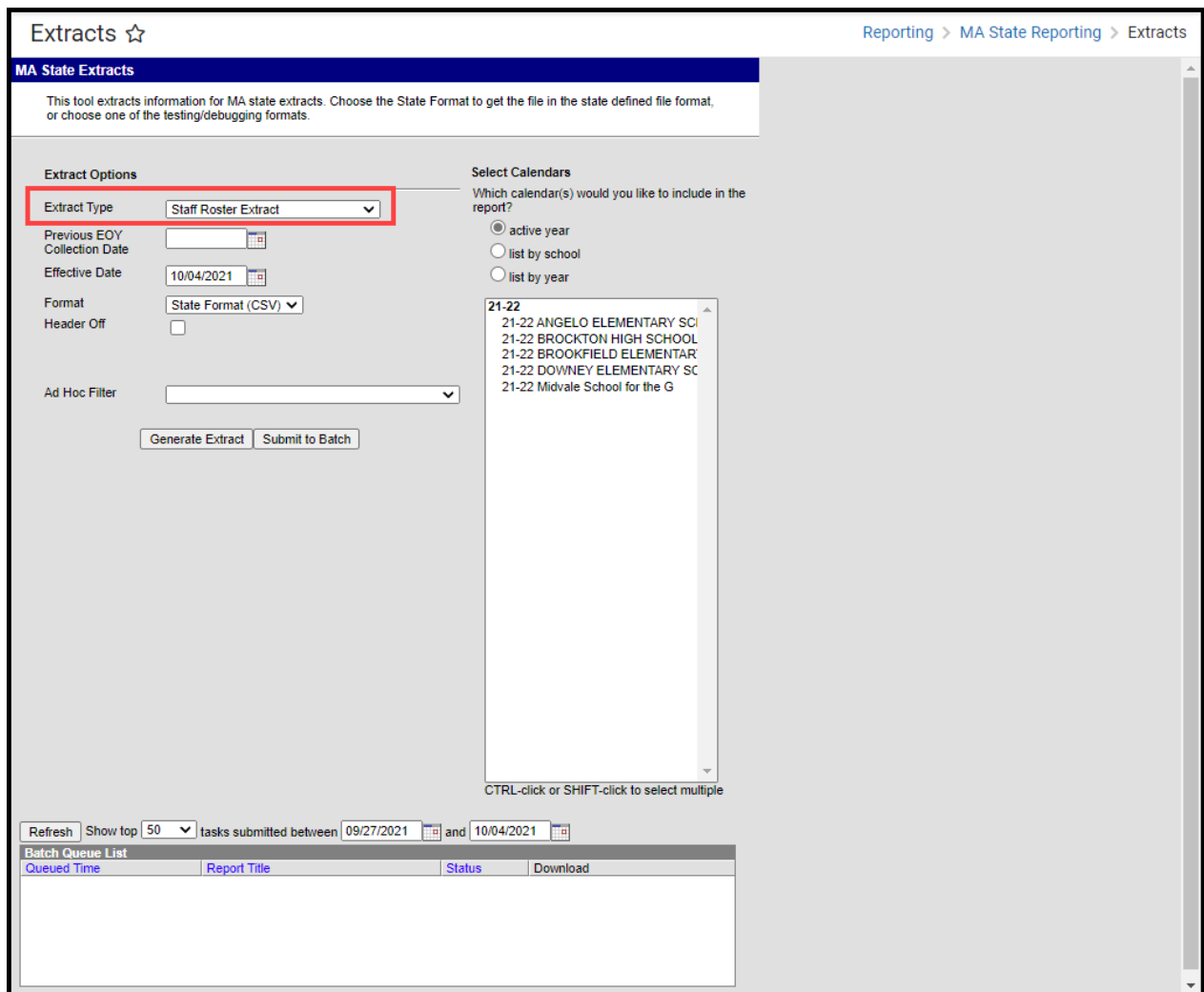
Last Modified on 05/14/2025 10:13 am CDT

You are viewing a previous version of this article. See [Staff Roster Extract \(Massachusetts\)](#) for the most current information.

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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](#) tab. 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.



The screenshot shows the 'Extracts' interface for MA State Reporting. The 'Extract Options' section on the left includes a red-bordered dropdown for 'Extract Type' set to 'Staff Roster Extract'. Other options include 'Previous EOY Collection Date', 'Effective Date' (10/04/2021), 'Format' (State Format (CSV)), 'Header Off' (checkbox), and 'Ad Hoc Filter'. The 'Select Calendars' section on the right asks 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year', 'list by school', and 'list by year'. A list of schools is shown, including '21-22 ANGELO ELEMENTARY SCHOOL', '21-22 BROCKTON HIGH SCHOOL', '21-22 BROOKFIELD ELEMENTARY SCHOOL', '21-22 DOWNEY ELEMENTARY SCHOOL', and '21-22 Midvale School for the G'. At the bottom, there are buttons for 'Generate Extract' and 'Submit to Batch', a 'Refresh' button, a 'Show top' dropdown, and a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'.

Image 1: Staff Roster Extract Editor

# Report Logic

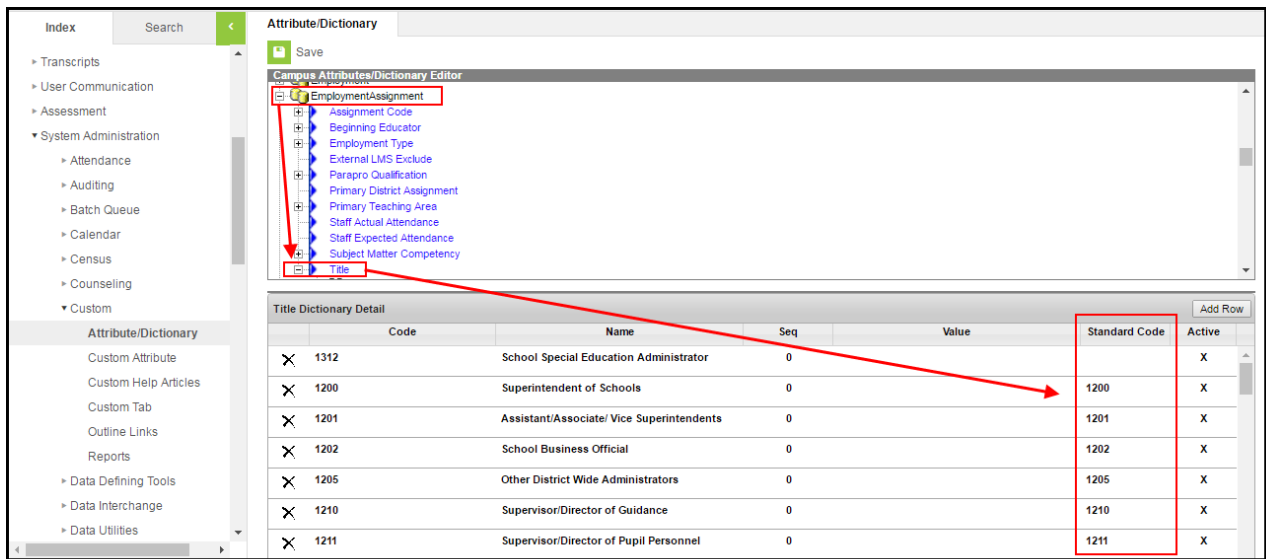
- When a staff's most recent District Employment Start Date is  $\leq$  the Effective Date, AND there is a District Assignment that is active on or between the District Employment record:
  - When the extract Effective Date < November 1st in the selected academic year:
    - Report a Staff Roster record for the staff when (Census > People > District Employment > End Date) = 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 (Census > People > 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 (System Administration > Resources > School > 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 Assignment>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 (System Administration > Custom > Attribute/Dictionary > EmploymentAssignment > Title > Dictionary).

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



## 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.

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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,06/28/1946,01,01,00,07/16/1979,000,0
34567891,3456,345678,Jay,W,Teacher,03/18/1973,01,01,00,08/29/2005,000,0
45678912,4567,456789,Sandy,NMN,Teacher,09/07/1982,01,01,00,01/28/2008,000
56789123,5678,567891,Rich,B,Teacher,07/24/1965,01,01,00,02/02/2000,000,0
67891234,6789,678912,Cate,W,Teacher,05/03/1973,01,01,00,01/23/1991,000,0
78912345,7891,789123,Gail,A,Teacher,08/13/1953,01,04,03,09/28/1999,000,0
89123456,8912,891234,Lem,A,Teacher,04/13/1966,01,01,00,12/09/2002,000,0
91234567,9123,912345,Ruth,C,Teacher,10/28/1950,01,01,00,10/01/2002,000,0
  
```

Image 2: 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

Image 3: 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  Census > People > Demographics > Person Identifiers > Staff State ID  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  Census > People > Demographics > Person Identifiers > Local Staff Number

Element Name	Description	Database and Campus UI Location
		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	Employment. licenseNumber  Census > People > District Employment > License Number
	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>	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  Census > People > Demographics > First Name
		HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > First Name
<b>Middle Name/Initial</b>	The legal middle name or middle initial of the staff member.	Identity.middleName  Census > People > Demographics > Middle Name
		HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Middle Name

Element Name	Description	Database and Campus UI Location
<b>Last Name</b>	The legal last name and suffix of the staff member.	Identity.lastName  Census > People > 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  Census > People > 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  Census > People > 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>If effective date is 10/1 and the 'Oct 1. Status Override' field is populated, report the Oct. 1 override status value</li> <li>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>If 'Status' field is populated, report status value</li> <li>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>Census &gt; People &gt; 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>If effective date is 10/1 and the 'Oct 1. Status Override' field is populated, report the Oct. 1 override status value</li> <li>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>If 'Status' field is populated, report status value</li> <li>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>Census &gt; People &gt; 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:</p> <p>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>Census &gt; People &gt; District Employment &gt; Start Date</p>
	<p>When HR is enabled, the Hire Date is reported.</p>	<p>HR Enabled:</p> <p>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  Census > People > 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  Census > People > 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  Census > People > District Employment > Federal Income 2

Element Name	Description	Database and Campus UI Location
	When HR is enabled, logic reports the Federal Income 2 from the HR General Info > Federal Income Information > Federal Income 2 field.	<p>HR Enabled: HRFederalIncome. federalIncomeSource2</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Federal Income Information &gt; Federal Income 2</p>
<b>% Fed Salary Source 2</b>	The percent of the individual's salary paid by Federal Salary Source 2.	<p>Employment. federalIncomePercent2</p> <p>Census &gt; People &gt; District Employment &gt; Federal Income Percent 2</p>
	When HR is enabled, logic reports the Federal Income Percent 2 from the HR General Info > Federal Income Information > Federal Income Percent 2 field.	<p>HR Enabled: HRFederalIncome. federalIncomePercent2</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Federal Income Information &gt; Federal Income Percent 2</p>
<b>Federal Salary Source 3</b>	One of the federal salary sources for the staff member.	<p>Employment. federalIncomeSource3</p>
	See options in the following <a href="#">Federal Income Source Options</a> table.	<p>Census &gt; People &gt; District Employment &gt; Federal Income 3</p>
	When HR is enabled, logic reports the Federal Income 2 from the HR General Info > Federal Income Information > Federal Income 3 field.	<p>HR Enabled: HRFederalIncome. federalIncomeSource3</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information &gt; Federal Income Information &gt; Federal Income 3</p>

Element Name	Description	Database and Campus UI Location
<b>% Fed Salary Source 3</b>	The percent of the individual's salary paid by Federal Salary Source 3.	Employment. federalIncomePercent3  Census > People > 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
<b>Degree Type 1</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. degreeType1  Census > People > District Employment > Degree Type 1
	When HR is enabled: 1. Report Degree Type from the most recent record in HR > Personnel > Personnel Master > Qualifications > Education > Degree Type 2. If no record exists, report 000.	HR Enabled: EmploymentCredential. degreeType  Human Resources > Personnel > Personnel Master > Qualifications > Education > Degree Type
<b>Degree Institution 1</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. degreeInstitution1  Census > People > District Employment > Degree Institution 1

Element Name	Description	Database and Campus UI Location
	<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>Census &gt; People &gt; District Employment &gt; Degree Subject 1</p>
	<p>When HR is enabled:</p> <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>	<p>HR Enabled: EmploymentCredential. degreeSubject</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Qualifications &gt; Qualification Details &gt; Education &gt; Degree Subject Major</p>
<b>Degree Type 2</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. degreeType2</p> <p>Census &gt; People &gt; District Employment &gt; Degree Type 2</p>
<b>Degree Institution 2</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. degreeInstitution2</p> <p>Census &gt; People &gt; District Employment &gt; Degree Institution 2</p>

Element Name	Description	Database and Campus UI Location
<b>Degree Subject 2</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. degreeSubject2</p> <p>Census &gt; People &gt; District Employment &gt; Degree Subject 2</p>
<b>Degree Type 3</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. degreeType3</p> <p>Census &gt; People &gt; District Employment &gt; Degree Type 3</p>
<b>Degree Institution 3</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. degreeInstitution3</p> <p>Census &gt; People &gt; District Employment &gt; Degree Institution 3</p>
<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>Census &gt; People &gt; 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>Census &gt; People &gt; District Employment &gt; Exit Date</p>

Element Name	Description	Database and Campus UI Location
	<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>Census &gt; People &gt; 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>Census &gt; People &gt; Staff Eval &gt; SR29 Overall Eval Score</p>
<b>Standard 1 Evaluation</b>	<p>Reports the educator's current school year evaluation rating on Standard 1.</p> <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>	<p>StaffEval.evaluationPart1Score</p> <p>Census &gt; People &gt; Staff Eval &gt; SR30 Standard 1 Eval</p>
<b>Standard 2 Evaluation</b>	<p>Reports the educator's current school year evaluation rating on Standard 2.</p> <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>	<p>StaffEval.evaluationPart2Score</p> <p>Census &gt; People &gt; Staff Eval &gt; SR31 Standard 2 Eval</p>

Element Name	Description	Database and Campus UI Location
<b>Standard 3 Evaluation</b>	<p>Reports the educator's current school year evaluation rating on Standard 3.</p> <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>	<p>StaffEval. evaluationPart3Score</p> <p>Census &gt; People &gt; Staff Eval &gt; SR32 Standard 3 Eval</p>
<b>Standard 4 Evaluation</b>	<p>Reports the educator's current school year evaluation rating on Standard 4.</p> <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>	<p>StaffEval. evaluationPart4Score</p> <p>Census &gt; People &gt; Staff Eval &gt; SR33 Standard 4 Eval</p>
<b>Beginner Educator Mentor</b>	<p>For any staff reported as beginner educator, this element will identify the MEPID of their mentoring teacher.</p> <ul style="list-style-type: none"> <li>• If populated, report value</li> <li>• Else, report 99</li> </ul> <p>Note: This will only report if Beginning Educator is Yes.</p> <p>HR:</p> <ul style="list-style-type: none"> <li>• If Mentor MEPID is populated, report value. Otherwise, report 99</li> </ul>	<p>Census &gt; People &gt; District Assignment &gt; Beginning Educator Mentor MEPID</p> <p>HR: HR &gt; Personnel &gt; Personnel Master &gt; Work Assignment &gt; Mentor MEPID</p>
<b>Educator Evaluation Plan</b>	<p>Indicates the type of plan in which an educator is being evaluated.</p> <ul style="list-style-type: none"> <li>• Hard-coded to report a value of 99.</li> </ul>	N/A
<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>• Logic reports the value entered in the Staff Actual Attendance field for the District Assignment with Primary District Assignment checked.</li> <li>• If null, report 0.</li> </ul>	<p>EmploymentAssignment. staffActualAttendance</p> <p>Census &gt; People &gt; District Assignment &gt; Employment Assignment Information &gt; Staff Actual Attendance</p>

Element Name	Description	Database and Campus UI Location
	<p>When HR is enabled:</p> <ol style="list-style-type: none"> <li>Report the value in HR &gt; Personnel &gt; Personnel Master &gt; Work Assignment &gt; Salary Information &gt; Actual Attendance for the Work Assignment with Primary checked.               <ol style="list-style-type: none"> <li>If no Work Assignment records with primary checked exist, report from the most recent.</li> <li>If null, report 0.</li> </ol> </li> </ol>	<p>HR Enabled: EmploymentAssignment. actualAttendance</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignment &gt; Salary Information &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>Logic reports the value entered in the Staff Expected Attendance field for the District Assignment with Primary District Assignment checked.</li> <li>If null, report 0.</li> </ul>	<p>EmploymentAssignment. staffExpectedAttendance</p> <p>Census &gt; People &gt; District Assignment &gt; Employment Assignment Information &gt; Staff Expected Attendance</p>
	<p>When HR is enabled:</p> <ol style="list-style-type: none"> <li>Report the value in HR &gt; Personnel &gt; Personnel Master &gt; Work Assignment &gt; Salary Information &gt; Days Per Year for the Work Assignment with Primary checked.               <ol style="list-style-type: none"> <li>If no Work Assignment records with primary checked exist, report from the most recent.</li> <li>If null, report 0.</li> <li>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>Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignment &gt; Salary Information &gt; Days Per Year</p>

Element Name	Description	Database and Campus UI Location
<b>Beginner Education Identifier</b>	Indicates if the staff member is in their first year of experience in their primary job classification. <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>	EmploymentAssignment. beginningEducator  Census > People > District Assignment > Employment Assignment Information > Beginning Educator
	When HR is enabled: <ol style="list-style-type: none"> <li>Report the value selected in the Beginner Educator field.</li> <li>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
<b>White</b>	01	33
<b>Black or African American</b>	02	34
<b>Asian</b>	03	35
<b>American Indian or Alaska Native</b>	04	36
<b>Native Hawaiian or Other Pacific Islander</b>	05	37
<b>White &amp; Black or African American</b>	06	38
<b>White &amp; Asian</b>	07	39
<b>White &amp; American Indian or Alaska Native</b>	08	40
<b>White &amp; Native Hawaiian or Other Pacific Islander</b>	09	41

Race	No Hispanic or Latino	Hispanic or Latino
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
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

Race	No Hispanic or Latino	Hispanic or Latino
White & Black or African American & Asian & Native Hawaiian or Other Pacific Islander	29	61
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

Code	Description
<b>181A</b>	Gateway City Education- Bilingual Education Program - All levels
<b>187A</b>	Bilingual Education Grant Program - All levels
<b>220/323</b>	Support to Schools and Districts in the Strategic Transformation Region
<b>220B</b>	Literacy Leadership Institute Pilot
<b>222/325</b>	Targeted Assistance Grant (TAG)
<b>306/307</b>	Title I, Part D, Subpart 1
<b>310-2</b>	McKinney-Vento Homeless Education Grant
<b>345/674/304</b>	Adult Education Services
<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

Code	Description
<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>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>Code</b>	<b>Description</b>
<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>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

Code	Description
<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
<b>690</b>	Title V-B(2): Rural and Low-Income School Program
<b>716</b>	Teen Pregnancy Prevention: (PREP) - Integrated Approaches to Sustainability
<b>722</b>	School Nutrition Equipment Assistance for High Need Districts
<b>734</b>	Early Grades Literacy Program: Creating Independent Writers
<b>735</b>	Early Literacy Screener Pilot Grant
<b>850</b>	High School Equivalency Test Center Grant

## Degree Type Options

► [Click here to expand...](#)

Code	Description
<b>HS</b>	High School Diploma
<b>001</b>	Bachelor's Degree
<b>002</b>	Specialist's Degree
<b>003</b>	Master's Degree
<b>004</b>	Doctoral (Doctors) degree (e.g., Ph.D., Ed.D.)
<b>005</b>	First-professional degree other than JD

Code	Description
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

Code	Description
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
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

Code	Description
49	Media Arts/Library/T.V./Radio/Film Production, Design, or Marketing
50	Natural Sciences/Ecology/Marine/Environmental
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