

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

Last Modified on 05/08/2024 9:43 am CDT

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

Report Logic | Generating the Extract | Staff Roster Extract Layout

#### 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.

Extracts ☆	Reporting > MA State Reporting > Extracts
MA State Extracts	
This tool extracts information for MA state extracts. Choose the State Format to get the file in the state defined file format, or choose one of the testing/debugging formats.	
Extract Options     Extract Type     Staft Roster Extract     Previous EOY   Collection Date   Effective Date   10/04/2021     Format   Stafe Format (CSV)        Header Off        Cenerate Extract     Submit to Batch     School for the G     21-22   Mickale School for the G        21-22   Mickale School for the G	
CTRL-click or SHIFT-click to select multiple	
Refresh Show top 50 V tasks submitted between 09/27/2021 and 10/04/2021 Refresh Show top 50 V tasks submitted between 09/27/2021	
Queued Time Report Title Status Download	

Image 1: 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 (Census > People > District Employment > End Date) = Null, or AFTER the "Previous EOY Collection Date".
  - $\circ~$  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) > 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.

Index Search	< Attribu	te/Dictionary					
<ul> <li>Transcripts</li> </ul>		ave					
<ul> <li>User Communication</li> </ul>		us Attributes/Dictionary Editor					
▶ Assessment		Assignment Code					
<ul> <li>System Administration</li> </ul>	÷.						
Attendance		External LMS Exclude					
► Auditing		Parapro Qualification Primary District Assignment					
Batch Queue	+						
▶ Batch Queue ▶ Calendar	•	Staff Actual Attendance Staff Expected Attendance					
		Staff Actual Attendance Staff Expected Attendance Subject Matter Competency					
Calendar		Staff Actual Attendance Staff Expected Attendance Subject Matter Competency					
► Calendar ► Census		Staff Actual Attendance Staff Expected Attendance Subject Matter Competency					Add Rov
<ul> <li>▶ Calendar</li> <li>▶ Census</li> <li>▶ Counseling</li> </ul>		Staff Actual Attendance Staff Expected Attendance Subject Matter Competency Title	Name	Seq	Value	Standard Code	Add Row Active
<ul> <li>Calendar</li> <li>Census</li> <li>Counseling</li> <li>Custom</li> </ul>		Staff Actual Attendance Staff Expected Attendance Subject Matter Competency Title	Name School Special Education Administrator	Seq 0	Value	Standard Code	
<ul> <li>Calendar</li> <li>Census</li> <li>Counseling</li> <li>Custom</li> <li>Attribute/Dictionary</li> </ul>	Title C	Staff Actual Attendance Staff Expected Attendance Subject Matter Competency Title Nictionary Detail Code			Value	Standard Code	Active
Calendar     Consus     Counseling     Custom     Attribute/Dictionary     Custom Attribute		Staff Actual Attendance Staff Actual Attendance Subject Matter Competency Inclineary Detail Code 1312 1200	School Special Education Administrator Superintendent of Schools	0	Value	1200	Active X X
Calendar  Consus  Counseling  Custom  Attribute/Dictionary  Custom Attribute  Custom Help Articles		Staff Actual Attendance Staff Actual Attendance Subject Matter Competency Tate Inctionary Detail Code 1312 1200 1201	School Special Education Administrator Superintendent of Schools Assistant/Associate/ Vice Superintendents	0 0 0	Value	1200 1201	Active X X X
Calendar  Consus  Counseling  Custom  Attribute/Dictionary  Custom Attribute  Custom Help Articles  Custom Tab		Staff Actual Attendance Staff Actual Attendance Subject Matter Competency Inclineary Detail Code 1312 1200	School Special Education Administrator Superintendent of Schools	0	Value	1200	Active X X
Calendar  Cansus  Counseling  Custom  Attribute/Dictionary  Custom Attribute  Custom Help Articles  Custom Tab  Outline Links		Staff Actual Attendance Staff Actual Attendance Subject Matter Competency Tate Inctionary Detail Code 1312 1200 1201	School Special Education Administrator Superintendent of Schools Assistant/Associate/ Vice Superintendents	0 0 0	Value	1200 1201	Active X X X
Custom Attribute/Dictionary Custom Attribute Custom Help Articles Custom Tab Outline Links Reports		Staff Actual Attendance Staff Expected Attendance Subject Mater Competency Title Code 1312 1200 1201 1202	School Special Education Administrator Superintendent of Schools Assistant/Associate/ Vice Superintendents School Business Official	0 0 0 0 0 0	Value	1200 1201 1202	Active X X X X X

# **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,C
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, 09/07/1982,01,01,00,01/28/2008,000
56789123,5678,567891,Rich,B,Teacher,07/24/1965,01,01,00,02/02/2000,000,00
67891234,6789,678912,Cate,W,Teacher,05/03/1973,01,01,00,01/23/1991,000,0C
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,10/28/1950,01,01,00,10/01/2002,000,0C

Image 2: Staff Roster Extract - State Format (CSV)

Infinite C
------------

<b>RecordTy</b> EPIMS	pe Reco	Ieader Records: 1 rdName DistrictNur _ROSTER 07800000 Records: 153	nber					
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	Т	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	Ρ	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
MEPID	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
Local Employee Number	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
License/Certification Number	The number assigned to the individual by the state department of education	Employment. licenseNumber Census > People > District Employment > License Number
	<ul> <li>HR Enabled:</li> <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)
First Name	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
Middle Name/Initial	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
Last Name	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
Date Of Birth	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
i	The general racial category or categories that most clearly reflect the individual's race/ethnicity. See options in the following	Identity.raceEthnicity Census > People > Demographics > Race/Ethnicity
	Race/Ethnicity Options table.	HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Race Ethnicity



Element Name	Description	Database and Campus UI Location
Employment Status	<ul> <li>The two-digit code that describes an individual's employment status at the time of the collection:</li> <li>When District Employment End Date = Null or when District Employment End Date = NOT Null, AND is &gt;= effective date,</li> <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> <li>When District Employment End Date = NOT Null, AND is &lt; effective date, report 04.</li> </ul>	Employment. employmentStatus Census > People > District Employment > Employment Info > Status
	<ul> <li>When HR is enabled, the following logic is used:</li> <li>When Termination Date = NUI or when Termination Date = NOT Null, AND is &gt;= effective date,</li> <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> <li>When Termination Date = NOT Null, AND is &lt; effective date, report 04.</li> </ul>	HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Status



Element Name	Description	Database and Campus UI Location
Reason for Exit	<ul> <li>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.</li> <li>Reporting logic is as follows:         <ol> <li>When District Employment End Date = Null OR is &gt; Effective Date, reports 00.</li> <li>When District Employment End Date = NOT Null, and is &lt;= Effective Date, reports code selected in Census&gt;People&gt;District Employment Info&gt;Exit Reason</li> </ol> </li> <li>See options in the following Exit Reason Options table.</li> </ul>	Employment. exitReason Census > People > District Employment > Exit Reason
	<ul> <li>When HR is enabled, the following logic is used:</li> <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> </ul>	HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information > Employment Dates > Exit Reason
Date of Hire	The date of the staff member's most recent hire in the district.	Employment.startDate Census > People > District Employment > Start Date
	When HR is enabled, the Hire Date is reported.	HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information > Employment Dates > Hire Date



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

Element Name	Description	Database and Campus UI Location
% Fed Salary Source 3	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
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 Census > People > District Employment > Degree Type 1
	<ul> <li>When HR is enabled:</li> <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> </ul>	HR Enabled: EmploymentCredential. degreeType Human Resources > Personnel > Personnel Master > Qualifications > Education > Degree Type
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 Census > People > District Employment > Degree Institution 1



Element Name	Description	Database and Campus UI Location
	<ul> <li>When HR is enabled:</li> <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> </ul>	HR Enabled: EmploymentCredential. degreeInstitution Human Resources > Personnel > Personnel Master > Qualifications > Qualification Details >Education > Education Institution
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 Census > People > District Employment > Degree Subject 1
	<ul> <li>When HR is enabled:</li> <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> </ul>	HR Enabled: EmploymentCredential. degreeSubject Human Resources > Personnel > Personnel Master > Qualifications > Qualification Details > Education > Degree Subject Major
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 Census > People > 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 Census > People > 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 Census > People > 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 Census > People > District Employment > Degree Type 3
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 Census > People > 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 Census > People > 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 Census > People > District Employment > Exit Date



Element Name	Description	Database and Campus UI Location
	<ul> <li>When HR is enabled:</li> <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> </ul>	HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information > Employment Dates > Termination Date
Professional Teacher Status	<ul> <li>Reports the educator's current professional teacher status as determined by district policies.</li> <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>	Employment.seniority Census > People > Staff Eval > District Level Professional Teacher
Overall Evaluation	<ul> <li>Reports the educator's current school year overall Summative Evaluation rating or Formative Evaluation rating.</li> <li>Reports the value entered in the SR29 Overall Eval Score field</li> <li>If null, a value of 99 is reported.</li> </ul>	StaffEval.holisticScore Census > People > Staff Eval > SR29 Overall Eval Score
Standard 1 Evaluation	<ul> <li>Reports the educator's current school year evaluation rating on Standard 1.</li> <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 Census > People > Staff Eval > SR30 Standard 1 Eval
Standard 2 Evaluation	<ul> <li>Reports the educator's current school year evaluation rating on Standard 2.</li> <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 Census > People > Staff Eval > SR31 Standard 2 Eval



Element Name	Description	Database and Campus UI Location
Standard 3 Evaluation	<ul> <li>Reports the educator's current school year evaluation rating on Standard 3.</li> <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 Census > People > Staff Eval > SR32 Standard 3 Eval
Standard 4 Evaluation	<ul> <li>Reports the educator's current school year evaluation rating on Standard 4.</li> <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 Census > People > Staff Eval > SR33 Standard 4 Eval
Beginner Educator Mentor	<ul> <li>For any staff reported as beginner educator, this element will identify the MEPID of their mentoring teacher.</li> <li>If populated, report value</li> <li>Else, report 99</li> <li>Note: This will only report if Beginning Educator is Yes.</li> <li>HR:</li> <li>If Mentor MEPID is populated, report value. Otherwise, report 99</li> </ul>	Census > People > District Assignment > Beginning Educator Mentor MEPID HR: HR > Personnel > Personnel Master > Work Assignment > Mentor MEPID
Educator Evaluation Plan	<ul><li>Indicates the type of plan in which an educator is being evaluated.</li><li>Hard-coded to report a value of 99.</li></ul>	N/A
Staff Days of Attendance	<ul> <li>Reports the cumulative number of days a staff member has been present (defined as at least half the school day) in the district.</li> <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>	EmploymentAssignment. staffActualAttendance Census > People > District Assignment > Employment Assignment Information > Staff Actual Attendance



Element Name	Description	Database and Campus UI Location
	<ul> <li>When HR is enabled:</li> <li>1. 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.</li> <li>1. If no Work Assignment records with primary checked exist, report from the most recent.</li> <li>2. If null, report 0.</li> </ul>	HR Enabled: EmploymentAssignment. actualAttendance Human Resources > Personnel > Personnel Master > Work Assignment > Salary Information > Actual Attendance
Staff Expected Days of Attendance	<ul> <li>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.</li> <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>	EmploymentAssignment. staffExpectedAttendance Census > People > District Assignment > Employment Assignment Information > Staff Expected Attendance
	<ul> <li>When HR is enabled:</li> <li>1. 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.</li> <li>1. If no Work Assignment records with primary checked exist, report from the most recent.</li> <li>2. If null, report 0.</li> <li>3. 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> </ul>	HR Enabled: EmploymentAssignment. daysPerYear Human Resources > Personnel > Personnel Master > Work Assignment > Salary Information > Days Per Year



Element Name	Description	Database and Campus UI Location
Beginner Education Identifier	<ul> <li>Indicates if the staff member is in their first year of experience in their primary job classification.</li> <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
	<ul><li>When HR is enabled:</li><li>1. Report the value selected in the Beginner Educator field.</li><li>2. If null, report 00.</li></ul>	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



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
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
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

Code	Description
181	Gateway City Grants for High Quality, Intensive English Language Learning Programs - All Levels
187	Alternative ELE programs - All Levels
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



Code	Description
337	Safe and Supportive Schools Continuation Grant
345	Adult Education Services
346	Adult Basic Education Earmarks
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



Code	Description
589	Civics Teaching and Learning Grant
645	Massachusetts 21st Century Community Learning Centers Program -Continuation Grant
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.)



Code	Description
007	Associate's degree
800	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



Code	Description
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