

STAFF SNAPSHOT 2018-2019

Required Field

Certain Staff Members Only

Field Number	Excel Column	Max Length	FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all staff + = Required only for specified staff	Key Field	NYS, Regional, or Local Purpose	Instructions or Rules	Format	Recommended Codes	BOCES Collection Use same rules	Staff Type
1	A	8	*DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE)	K	NYS Reporting	Public school districts and BOCES: NYnnnnnn (NY followed by the first 6 digits of the BEDS code) Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code)	alphanumeric	For NYSED BEDS codes: www.nysed.gov/admin/bedsdata.html For NYSED BEDS and Institution codes: http://portal.nysed.gov Click on "SEDREF Query." For schools/agencies other than public districts and charters that are required to report these data: http://www.p12.nysed.gov/irs/sirs/home.html		All teaching and non-teaching professional staff.
2	B	12	*STAFF ID	K	NYS Reporting	Provide TEACH ID from TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.	alphanumeric	Must be valid TEACH ID		All teaching and non-teaching professional staff.
3	C	11	SOCIAL SECURITY NUMBER			Leave blank.				
4	D	25	LAST NAME SHORT			Leave blank.		Use field 66.		
5	E	15	FIRST NAME SHORT			Leave blank.		Use field 65.		
6	F	1	MIDDLE INITIAL			Leave blank.				
7	G	4	JOB CLASS CODE			Leave blank.				
8	H	50	+POSITION TITLE (TEACHER TITLE)		NYS Reporting	Populate if staff member is currently appointed by the school board as a teacher in this LEA; otherwise, leave blank.	alphanumeric	Use "TEACHER."		Teachers only.
9	I	4	EXTRA JOB CLASS CODE 1			Leave blank.				
10	J	4	EXTRA JOB CLASS CODE 2			Leave blank.				
11	K	4	EXTRA JOB CLASS CODE 3			Leave blank.				
12	L	4	EXTRA JOB CLASS CODE 4			Leave blank.				
13	M	4	EXTRA JOB CLASS CODE 5			Leave blank.				
14	N	6	*PRIMARY LOCATION CODE (LOCATION CODE)		NYS Reporting	If staff member works in only one building, use building code. If a staff member works in more than one building, use "0000."	alphanumeric	If the staff member works in more than one building within the LEA, use "0000." If a local building code is used, it must map to a valid State building code.		All teaching and non-teaching professional staff.
15	O	15	DIVISION			Leave blank.				
16	P	7	DEPARTMENT			Leave blank.				
17	Q	4	STAFF EMPLOYMENT TYPE CODE			Leave blank.				
18	R	6	UNION			Leave blank.				
19	S	65	SUPERVISOR			Leave blank.				
20	T	6	*GENDER CODE		NYS Reporting	Gender of staff member. Populate with codes, not descriptions.	alphanumeric	M = Male F = Female		All teaching and non-teaching professional staff.
21	U	10	+RACE 1 CODE		NYS Reporting	Race of staff member. Populate with codes, not descriptions. If a staff member is identified as being a member of more than one race, populate field 21 with the first race code and populate fields 78 through 81 with remaining race codes. The staff member must have at least one race code if Hispanic Indicator = N. When field #21 is provided, field #69 must also be provided.	alphanumeric	See Race Codes and Descriptions in the <i>SIRS Manual</i> at http://www.p12.nysed.gov/irs/sirs/ .		All teaching and non-teaching professional staff.

22	V	40	OBSOLETE			Leave blank.				
23	W	14	HOME PHONE			Leave blank.				
24	X	1	PHONE SECURITY			Leave blank.				
25	Y	30	ADDRESS 1			Leave blank.				
26	Z	30	ADDRESS 2			Leave blank.				
27	AA	25	CITY			Leave blank.				
28	AB	2	STATE CODE			Leave blank.				
29	AC	10	FULL ZIP CODE			Leave blank.				
30	AD	1,0	RANK/PERFORMANCE TIER			Leave blank.				
31	AE	1	MEDICAL EXAM			Leave blank.				
32	AF	1	SUBSTANCE TEST			Leave blank.				
33	AG	10	+ORIGINAL HIRE DATE (TEACHER HIRE DATE)		NYS Reporting	If field #8 = "TEACHER," populate with the effective date of the first board appointment the staff member received as a teacher in this LEA; otherwise, leave blank.	date yyyy-mm-dd	Initial hire date within the reporting entity as a teacher.		Teachers only.
34	AH	10	TENURE DATE (TEACHER TENURE DATE)			Leave blank.		Beginning in 2014-15, collected in the Staff Tenure template.		
35	AI	10	CURRENT SERVICE DATE			Leave blank.				
36	AJ	10	+EXIT DATE		NYS Reporting	Populate when a staff member is no longer employed by the LEA. If the staff member returns to the LEA during the school year, remove the exit date.	date yyyy-mm-dd	Date staff member is no longer employed by reporting entity.		All teaching and non-teaching professional staff.
37	AK	20	STAFF CITIZENSHIP CODE			Leave blank.				
38	AL	1	FELONY			Leave blank.				
39	AM	2,0	YEARS EXPERIENCE			Leave blank.				
40	AN	10	*BIRTH DATE		NYS Reporting	Date of birth on the staff member's birth certificate or, if a certificate does not exist, an official source as directed by district policy. The birth date cannot be greater than the current date.	date yyyy-mm-dd			All teaching and non-teaching professional staff.
41	AO	1	*ACTIVE/INACTIVE INDICATOR		NYS Reporting	Staff member is either active or inactive. If a staff member is erroneously reported to L2, a soft delete can be done by sending a "D" for this field.	alphanumeric	A = Active I = Inactive D = Delete		All teaching and non-teaching professional staff.
42	AP	10	LAST STATUS DATE			Leave blank.				
43	AQ	2,0	*YEARS EXPERIENCE IN DISTRICT (YEARS PROFESSIONAL EDUCATIONAL EXPERIENCE IN DISTRICT)		NYS Reporting	Number of years of professional educational experience in this district. Experience in a non-teaching, professional PMF assignment as reported in Staff Assignment would be included. This year counts as one full year of experience in this district. Total years professional educational experience in this district must be less than or equal to the total years of educational experience (field #102).	numeric	Report as a whole number.		All teaching and non-teaching professional staff.
44	AR	8	JOB CLASS CODE LONG			Leave blank.				
45	AS	20	HIGHEST DEGREE EARNED			Leave blank.				
46	AT	4,0	YEARS OF HIGHER EDUCATION			Leave blank.				
47	AU	40	MILITARY DUTY STATUS			Leave blank.				
48	AV	20	STAFF QUALIFICATION STATUS CODE			Leave blank.				
49	AW	40	JOB CLASS DESCRIPTION			Leave blank.				
50	AX	10	*SNAPSHOT DATE	K	NYS Reporting	June 30 of school year.	date yyyy-06-30	Use school year date.		All teaching and non-teaching professional staff.
51	AY	4,0	PAY STEP LEVEL			Leave blank.				

52	AZ	10,2	*ANNUAL SALARY	NYS Reporting	Report the total amount paid for the staff member's primary assignment(s). If the staff member has more than one primary assignment, report the combined salary for all primary assignments. Do not include any extra pay received for extra services. For example, do not include additional pay received for supervising extra-curricular activities beyond the normal assignment, for coaching sports beyond the normal assignment, or for similar activities. Also, do not include summer school pay or overtime pay. Round the annual salary amount to the nearest whole dollar.	9999999.99	Report as a whole number to two decimal places. Fifty-four thousand dollars would be reported as 54000.00.		All teaching and non-teaching professional staff.
53	BA	4,2	+CONTRACT WORK DAYS	NYS Reporting	Report the number of work days the staff person is expected to work in the LEA based on the staff contract or appointment. For example, a permanent instructional staff person might be expected to work 180 days. A long-term substitute might be hired for 90 days.	numeric	For teachers only.		Teachers only
54	BB	6	+EMPLOYMENT SEPARATION REASON CODE	NYS Reporting	Populate when a staff member is no longer employed by the LEA. If the staff member returns to the LEA during the school year, remove the reason for exit.		RES=Resignation, RET=Retirement, PRT=Performance-related termination, or OTH=Other		Teachers and principals only.
55	BC	42	FULL STAFF NAME		Leave blank.				
56	BD	3	+ITINERANT STAFF	NYS Reporting	Report N if the Staff member is employed by this LEA. Report Y if the Staff member is not an employee of this LEA but is the Staff member of record for a course and will be reported in other staff/course templates).	alphanumeric	Y = Yes, Staff member is an itinerant N = No, Staff member is not an itinerant		All teaching and certain non-teaching professional staff.
57	BE	20	*TEACH ID		Provide TEACH ID from TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567.	alphanumeric	Must be valid TEACH ID (value in field #2)		All teaching and non-teaching professional staff.
58	BF	10,2	ALTERNATE ANNUAL SALARY		Leave blank.				
59	BG	4,2	ALTERNATE CONTRACT WORK DAYS		Leave blank.				
60	BH	5,3	*EMPLOYMENT BASIS	NYS Reporting	For most staff, the entry will be 100 percent. However, some staff have their services shared by more than one LEA or are working only part time. Estimate the percent of timethe staff member will actually work for this LEA. For example, for a staff member working approximately half time, report 50 percent. Do not report more than 100 percent. For Itinerant teachers working in your LEA, report the amount of time they work in your LEA only.	numeric	Report as a percentage. 100 percent should be reported as 1.000. 75 percent should be reported 0.750		All teaching and non-teaching professional staff.
61	BI	5,3	ALTERNATE EMPLOYMENT BASIS		Leave blank.				
62	BJ	10,2	BENEFITS VALUE		Leave blank.				
63	BK	3	LOCAL CONTRACT		Leave blank.				
64	BL	8	CONTRACTING ORGANIZATION		Leave blank.				
65	BM	60	*FIRST NAME LONG	NYS Reporting	Staff member's first name.	alphanumeric	First Name		All teaching and non-teaching professional staff.
66	BN	60	*LAST NAME LONG	NYS Reporting	Staff member's last name, including any hyphenated portion.	alphanumeric	Last Name		All teaching and non-teaching professional staff.
67	BO	10	NAME SUFFIX		Leave blank.				
68	BP	4	PAY STEP LEVEL ALPHA		Leave blank.				

69	BQ	3	*HISPANIC INDICATOR	NYS Reporting	Hispanic Ethnicity Indicator must be provided. Indicates whether the staff member is Hispanic/Latino. Populate with code, not description. If Hispanic Ethnicity Indicator is = 'N', field #21 must be provided (and fields 78-81, as applicable).	alphanumeric	Y = Yes = the staff member is Hispanic/Latino N = No = the staff member is not Hispanic/Latino		All teaching and non-teaching professional staff.
70	BR	2	RACE OR ETHNICITY SUBGROUP CODE		Leave blank.				
71	BS	30	HIGHEST DEGREE INSTITUTION CODE		Leave blank.				
72	BT	30	BACCALAUREATE DEGREE INSTITUTION CODE		Leave blank.				
73	BU	30	ADDRESS 3		Leave blank.				
74	BV	5	BASE ZIP CODE		Leave blank.				
75	BW	4	ZIP CODE +4		Leave blank.				
76	BX	80	*EMAIL ADDRESS	NYS Reporting	Include only valid work email addresses.	alphanumeric			All teaching and non-teaching professional staff.
77	BY	60	MIDDLE NAME	NYS Reporting	Staff member's middle name.	alphanumeric	Middle Name		All teaching and non-teaching professional staff.
78	BZ	4	+RACE 2 CODE	NYS Reporting	If a staff member is identified as being a member of more than one racial group, populate this field with the code of one of the individual racial groups to which the staff member belongs that was not captured in field 21. Field 78 cannot be populated unless field 21 is populated. Populate with the code, not the description.	alphanumeric	See Race Codes and Descriptions in the <i>SIRS Manual</i> at http://www.p12.nysed.gov/irs/sirs/ .		Optional.
79	CA	4	+RACE 3 CODE	NYS Reporting	If a staff member is identified as being a member of more than one racial group, populate this field with the code of one of the individual racial groups to which the staff member belongs that was not captured in a previous field. Field 79 cannot be populated unless fields 21 and 78 are populated. Populate with the code, not the description.	alphanumeric	See Race Codes and Descriptions in the <i>SIRS Manual</i> at http://www.p12.nysed.gov/irs/sirs/ .		Optional.
80	CB	4	+RACE 4 CODE	NYS Reporting	If a staff member is identified as being a member of more than one racial group, populate this field with the code of one of the individual racial groups to which the staff member belongs that was not captured in a previous field. Field 80 cannot be populated unless fields 21, 78, and 79 are populated. Populate with the code, not the description.	alphanumeric	See Race Codes and Descriptions in the <i>SIRS Manual</i> at http://www.p12.nysed.gov/irs/sirs/ .		Optional.
81	CC	4	+RACE 5 CODE	NYS Reporting	If a staff member is identified as being a member of more than one racial group, populate this field with the code of one of the individual racial groups to which the staff member belongs that was not captured in a previous field. Field 81 cannot be populated unless fields 21, 78, 79, and 80 are populated. Populate with the code, not the description.	alphanumeric	See Race Codes and Descriptions in the <i>SIRS Manual</i> at http://www.p12.nysed.gov/irs/sirs/ .		Optional.
82	CD	15	POSTSECONDARY SUBJECT AREA		Leave blank.				
83	CE	8	EMPLOYMENT ELIGIBILITY VERIFICATION		Leave blank.				
84	CF	30	NAME PREFIX		Leave blank.				
85	CG	14	WORK PHONE		Leave blank.				
86	CH	14	CELL PHONE		Leave blank.				
87	CI	40	MAILING ADDRESS 1		Leave blank.				
88	CJ	40	MAILING ADDRESS 2		Leave blank.				
89	CK	30	MAILING ADDRESS 3		Leave blank.				
90	CL	30	MAILING ADDRESS CITY		Leave blank.				
91	CM	2	MAILING ADDRESS STATE CODE		Leave blank.				

92	CN	5	MAILING ADDRESS BASE ZIP CODE			Leave blank.			
93	CO	4	MAILING ADDRESS ZIP CODE +4			Leave blank.			
94	CP	4	EMPLOYMENT STATUS CODE			Leave blank.			
95	CQ	3	AUTHORIZED TO CARRY WEAPON INDICATOR			Leave blank.			
96	CR	60	STAFF FIRST NAME ALIAS			Leave blank.			
97	CS	60	STAFF PREVIOUS LAST NAME			Leave blank.			
98	CT	12	PS STATE STUDENT ID			Leave blank.			
99	CU	80	PERSONAL EMAIL ADDRESS			Leave blank.			
100	CV	20	EMPLOYMENT SEPARATION TYPE CODE			Leave blank.			
101	CW	12	PREVIOUS STAFF ID			Leave blank.			
102	CX	5,2	*YEARS OF TEACHING EXPERIENCE (TOTAL YEARS OF PROFESSIONAL EDUCATIONAL EXPERIENCE)		NYS Reporting	Combine all years of professional educational experience, including other public school districts, nonpublic schools, BOCES, and college or university experience within NYS. Experience in non-teaching, professional PMF assignments as reported in Staff Assignment would be included. This year counts as one full year of experience. The total Years of Educational Experience must be greater than or equal to the total Years Educational Experience in District (field #43).	numeric	Report as a whole number. Twelve years of experience would be 12.	All teaching and non-teaching professional staff staff.
103	CY	5	PERSONAL INFORMATION VERIFICATION CODE			Leave blank.			
104	CZ	10	POSITION HIRE DATE			Leave blank.			
105	DA	50	+SECOND POSITION TITLE (PRINCIPAL TITLE)		NYS Reporting	Indication that the staff member is a principal or both a teacher and a principal: populate with "PRINCIPAL." If the staff member is neither a teacher nor a principal, leave this field blank.	alphanumeric	Use "PRINCIPAL."	Principals only.
106	DB	10	+SECOND POSITION HIRE DATE (PRINCIPAL HIRE DATE)		NYS Reporting	If field #105 = "PRINCIPAL," populate with the effective date of the first board appointment the staff member received as a principal in this LEA; otherwise, leave blank.	date yyyy-mm-dd	Initial hire date within the reporting entity as a principal.	Principals only.
107	DC	10	SECOND POSITION TENURE DATE (PRINCIPAL TENURE DATE)			Leave blank.		Beginning in 2014-15, collected in the Staff Tenure template.	
108	DD	20	*STAFF EDUCATION LEVEL CODE		NYS Reporting	Use numeric code from recommended codes for highest degree currently held by staff member.	alphanumeric	Use code from following list: 0=No higher education 1=Freshman year completed 2=Sophomore year completed 3=Associate degree 4=Junior year completed 5=Bachelors degree 6= Bachelors+30 or more hours 7=Masters degree 8=Masters+30 or more hours 9=Doctorate	All teaching and non-teaching professional staff staff.
109	DE	10	EMPLOYMENT OFFER DATE			Leave blank.			
110	DF	2,0	*ANNUAL CONTRACT WORK MONTHS		NYS Reporting	Number of months per year the staff member is currently employed by this LEA. Even if staff member receives salary over a 12-month period, report the number of months the staff member is expected to be on the job for the current school year. Short-term (less than 3 months) or per diem substitutes should not be reported for PMF purposes.	numeric	Report a whole number.	All teaching and non-teaching professional staff staff.

111	DG	3	+PROFESSIONAL DEVELOPMENT INDICATOR	NYS Reporting	Populate only for teaching staff. Did teacher receive "professional development" during the current school year? For each teacher, populate with "Y," "N," or "NA." "NA" pertains to first-year teachers, teachers on leave, and teachers who had only non-teaching assignments. Use the definition of "professional development" found in ESSA at: http://www.p12.nysed.gov/irs/beds/PMF/documents/CertificationandProfessionalDevelopment.pdf . The school year begins on July 1 and ends on June 30.	alphanumeric	"Y"=Yes, "N"=No, "NA"=Not Applicable.		Teachers only.
112	DH	3	+CERTIFICATION EXEMPTION CODE	NYS Reporting	For charter schools, populate with "Y" for a teacher who is exempt or "N" for a teacher who is not exempt based on the 530 Certification rules. Section 2854(3)(a-1) of New York State Education Law allows charter schools an exemption from certification requirements for up to thirty percent of total teachers, with a maximum of five teachers, provided these teachers meet all other requirements to be considered Highly Qualified as specified under federal No Child Left Behind (NCLB) legislation.	alphanumeric	"Y"=Yes, "N"=No.		Charter school teachers only.
113	DI	4	COUNTRY CODE		Leave blank.				
114	DJ	4	MAILING ADDRESS COUNTRY CODE		Leave blank.				
115	DK	20	STAFF APPROVAL STATUS CODE		Leave blank.				