

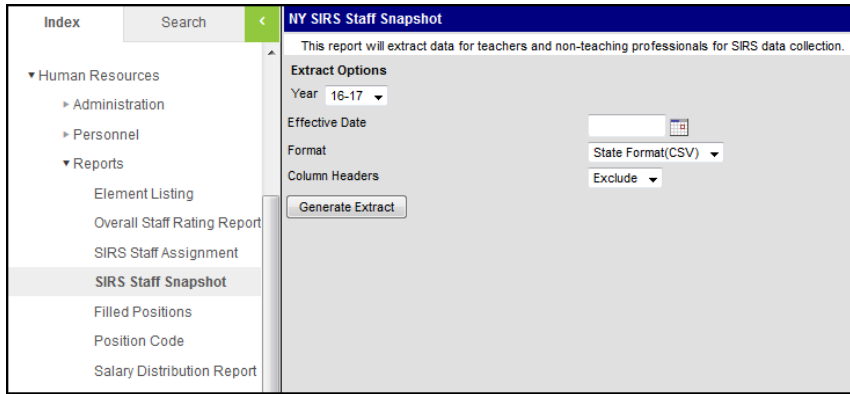
# SIRS Staff Snapshot (New York) (Human Resources)

Last Modified on 10/22/2022 9:56 am CDT

[Report Logic](#) | [Report Editor](#) | [Report Layout](#)

**PATH:** *Human Resources > Reports > SIRS Staff Snapshot*

The SIRS Staff Snapshot report collects data for teachers and non-teaching professionals for SIRS data collections. School districts, charter schools, and BOCES report staff in this template.



*SIRS Staff Snapshot Editor*

## Report Logic

- To report, staff must meet the following requirements:
  - Must have a hire date before or on the Effective Date.
  - Must NOT have a termination date before 7/1 of the start year selected on the editor.
  - Must have a 4-digit Assignment Code or have a Teacher role.
- If the State Reported checkbox on the Position Code is marked AND the Assignment Code on the Work Assignment is blank AND the person has a Teacher Role, then Campus excludes staff who ONLY have active work assignments with EEO Category 13: Teacher Aids. Campus disregards additional work assignments with position codes such as Longevity, Credits, Tenure, Substitute or Summer.
- If an employee is on leave or suspended, but still employed, a record reports.
- Substitute teachers serving as the teacher of record responsible for the course report.
- Staff NOT employed on a regular basis do not report. For example, teachers working exclusively with non-public school students, teacher aides or assistants, substitute/interim teachers, or ROTC teachers do not report.

## Report Editor

Field	Description
<b>Year</b>	The school year for which the report will generate.
<b>Effective Date</b>	The date for which information reports. This report use the <b>Effective Date</b> to determine which staff should pull on the report. Staff report when they have an Employment Start Date on or before the Effective Date and have not ended prior to 7/1 of the start year selected in the Year dropdown list.
<b>Format</b>	<ul style="list-style-type: none"> <li>• <b>State Format (CSV)</b></li> <li>• <b>PDF</b></li> <li>• <b>HTML</b></li> <li>• <b>Excel</b></li> </ul>

Field	Description
<b>Column Headers</b>	<ul style="list-style-type: none"> <li>• <b>Include</b> - The report generates with a title for each column.</li> <li>• <b>Exclude</b> - The report does NOT generate a title for each column.</li> </ul>

## Report Layout

#	Element	Logic	Format and Length	Campus Database	Campus
1	<b>District Code (District of Responsibility Code)</b>	<p>The code that identifies the district that employs the teacher.</p> <p><b>Public schools and BOCES</b></p> <p>The prefix <b>NY</b> is added to the first six digits in the State District Number field. For example, if the district number is 662001123456, the District Code is NY662001.</p> <p><b>Charter, Non-Public and State-Operated Schools</b></p> <p>Campus adds the prefix <b>8</b> in front of the last seven digits of State District Number (institution code) - 8#####</p>	Alphanumeric, 8 characters	District.number	Human Resources > Administration > District Management
2	<b>Staff ID</b>	<p>A Staff ID is a unique number assigned to individuals employed by a school or district. Local staff ID must be unique within the district. For NYC, the local staff ID must be unique within NYC.</p> <p>If the Staff ID is less than 9 digits, the field is left padded with zeros.</p>	Numeric, 9 digits	Person.staffStateID	Human Resources > Personnel > HR General Information > State ID
3	<b>Social Security Number</b>	This element reports blank.	N/A	N/A	N/A
4	<b>Last Name Short</b>	This element reports blank.	N/A	N/A	N/A
5	<b>First Name Short</b>	This element reports blank.	N/A	N/A	N/A
6	<b>Middle Initial</b>	This element reports blank.	N/A	N/A	N/A
7	<b>Job Class Code</b>	This element reports blank.	N/A	N/A	N/A

#	Element	Logic	Format and Length	Campus Database	Campus
8	<b>Position Title (Teacher Title)</b>	The Role assigned to the employee on their Work Assignment. This field reports <b>TEACHER</b> if the State Reported checkbox on the Position Code is marked AND the Assignment Code on the Work Assignment is blank AND they have a Teacher Role. Substitute teachers who report due to being the Teacher of Record also report. All others report NULL.	Alphanumeric, 50 characters	EmploymentAssignment.teacher	Human P > Admin Position I and Human P > Person Personnel Work Ass > Work / Details > Assignm and Human P > Person Personnel Work Ass Roles
9	<b>Extra Job Class Code 1</b>	This element reports blank.	N/A	N/A	N/A
10	<b>Extra Job Class Code 2</b>	This element reports blank.	N/A	N/A	N/A
11	<b>Extra Job Class Code 3</b>	This element reports blank.	N/A	N/A	N/A
12	<b>Extra Job Class Code 4</b>	This element reports blank.	N/A	N/A	N/A
13	<b>Extra Job Class Code 5</b>	This element reports blank.	N/A	N/A	N/A
14	<b>Primary Location Code (Location Code)</b>	Unique building or school number that indicates the employee's primary location. If the employee has only one primary location across all active Work Assignments, the last four digits of the State Identification Number report (left padded with zeros to equal six digits), the State Identification Number for that location reports. If the employee has more than one active Work Assignment and they are at multiple Primary Locations, this element reports <b>0000</b> . If the staff member has multiple locations on the active primary work assignment, this element reports <b>0000</b> .	Numeric, 6 digits	HRSchool.stateidnumber	Human P > Person Personnel Work Ass Primary I and Human P > Admin School M State Ide Number
15	<b>Division</b>	This element reports blank.	N/A	N/A	N/A
16	<b>Department</b>	This element reports blank.	N/A	N/A	N/A

#	Element	Logic	Format and Length	Campus Database	Campus
17	<b>Staff Employment Type Code</b>	This element reports blank.	N/A	N/A	N/A
18	<b>Union</b>	This element reports blank.	N/A	N/A	N/A
19	<b>Supervisor</b>	This element reports blank.	N/A	N/A	N/A
20	<b>Gender Code</b>	The employee's gender: <b>M</b> or <b>F</b> .	Alphanumeric, 1 character	Identity.gender	Human R > Person Personne HR Gene Informati Gender
21	<b>Race Or Ethnicity Code (Race 1 Code)</b>	The employee's race. <ul style="list-style-type: none"> <li>• <b>I</b> - American Indian or Alaska Native</li> <li>• <b>A</b> - Asian</li> <li>• <b>B</b> - Black or African American</li> <li>• <b>P</b> - Native Hawaiian/Other Pacific Islander</li> <li>• <b>W</b> - White</li> </ul> <p>If more than one race is provided, the first race reports here. Additional races report in these fields:</p> <ul style="list-style-type: none"> <li>• +RACE 2 CODE</li> <li>• +RACE 3 CODE</li> <li>• +RACE 4CODE</li> <li>• +RACE 5 CODE</li> </ul>	Alphanumeric, 2 characters	Identity.raceEthnicity	Human R > Person Personne HR Gene Informati Ethnicity
22	<b>Obsolete</b>	This element reports blank.	N/A	N/A	N/A
23	<b>Home Phone</b>	This element reports blank.	N/A	N/A	N/A
24	<b>Phone Security</b>	This element reports blank.	N/A	N/A	N/A
25	<b>Address 1</b>	This element reports blank.	N/A	N/A	N/A
26	<b>Address 2</b>	This element reports blank.	N/A	N/A	N/A
27	<b>City</b>	This element reports blank.	N/A	N/A	N/A
28	<b>State Code</b>	This element reports blank.	N/A	N/A	N/A
29	<b>Full Zip Code</b>	This element reports blank.	N/A	N/A	N/A
30	<b>Rank/Performance Tier</b>	This element reports blank.	N/A	N/A	N/A
31	<b>Medical Exam</b>	This element reports blank.	N/A	N/A	N/A
32	<b>Substance Test</b>	This element reports blank.	N/A	N/A	N/A

#	Element	Logic	Format and Length	Campus Database	Campus
33	<b>Original Hire Date (Teacher Hire Date)</b>	If field Position Title (field 8) is populated with TEACHER, the hire date of the employee's first board appointment reports. If there are two hire dates, report the most recent date reports unless the second hire date > 1 year from the first hire date. If the second hire date is > 1 year that the first hire date, the second hire date reports.	Date field, 10 characters YYYY-MM-DD	HrDemographics.hireDate	Human R > Person Personne HR Gene Informati Employr > Hire D.
34	<b>Tenure Date (Teacher Tenure Date)</b>	This element reports blank.	N/A	N/A	N/A
35	<b>Current Service Date</b>	This element reports blank.	N/A	N/A	N/A
36	<b>Exit Date</b>	The date on which the employee was no longer employed by the district. If the staff member returned during the reporting range, the most recent termination date still reports or NULL reports based on their current employment dates.	Date field, 10 characters YYYY-MM-DD	HrDemographics.termination Date	Human R > Person Personne HR Gene Informati Employr > Termir
37	<b>Staff Citizenship Code</b>	This element reports blank.	N/A	N/A	N/A
38	<b>Felony</b>	This element reports blank.	N/A	N/A	N/A
39	<b>Years Experience</b>	This element reports blank.	N/A	N/A	N/A
40	<b>Birth Date</b>	The employee's birthday.	Date field, 10 characters YYYY-MM-DD	HrDemographics.birthdate	Human R > Person Personne HR Gene Informati Date

#	Element	Logic	Format and Length	Campus Database	Campus
41	<b>Active/Inactive Indicator</b>	<p>Indicates whether the staff member is active or inactive.</p> <p><b>A</b> - "Active" reports if the Hire Date is before or on the Effective Date selected on the report editor and the Termination Date is NULL or =&gt; the most recent employment dates record.</p> <p><b>I</b> - "Inactive" reports if there is a Termination Date is &lt;= Effective Date on the most recent employment dates record.</p> <div style="border: 1px solid green; background-color: #e0f2f1; padding: 5px; margin-top: 10px;"> <p>If a record needs to be deleted, you can manually update the output file by putting a <b>D</b> in this field.</p> </div>	Alphanumeric, 1 character	Not Dynamically Stored	Human Resources > Person Personnel HR General Information Employment
42	<b>Last Status Date</b>	This element reports blank.	N/A	N/A	N/A
43	<b>Years Experience In District (Years Professional Educational Experience in District)</b>	<p>The number of years of professional educational experience in this district. In addition to teaching, experience in a non-teaching, professional PMF assignment as reported in Staff Assignment is also included. Reports from the most current Employment record. The total years professional educational experience in this district must be less than or equal to the total years of educational experience (field #102).</p>	Numeric, 2 digits	Employment. totalYearsDistrictExperience	Human Resources > Person Personnel HR General Information Years Experience
44	<b>Job Class Code Long</b>	This element reports blank.	N/A	N/A	N/A
45	<b>Highest Degree Earned</b>	This element reports blank.	N/A	N/A	N/A
46	<b>Years of Higher Education</b>	This element reports blank.	N/A	N/A	N/A
47	<b>Military Duty Status</b>	This element reports blank.	N/A	N/A	N/A
48	<b>Staff Qualification Status Code</b>	This element reports blank.	N/A	N/A	N/A

#	Element	Logic	Format and Length	Campus Database	Campus
49	<b>Job Class Description</b>	This element reports blank.	N/A	N/A	N/A
50	<b>Snapshot Date</b>	June 30 of the reported school year.	Date field, 10 characters  YYYY-06-30	N/A	N/A
51	<b>Pay Step Level</b>	This element reports blank.	N/A	N/A	N/A
52	<b>Annual Salary</b>	The total amount paid for the staff member's primary assignments. This is the total sum of all Work Assignments with Positions that have "State Reported Salary" marked. If the staff member has more than one primary assignment, the combined salary for all primary assignments report.	Numeric, 12 digits NNNNNNNNN.NN	Calculated	Human R > Admin Position ( State Re) Salary and Human R > Person Personne Work Ass Position (
53	<b>Contract Work Days</b>	The number of work days the staff person is expected to work in the district based on the staff contract or appointment. This field reports from the employee's Work Assignments marked as Primary.	Numeric, 6 digits NNNN.NN	HREmployment AssignementSalary. contractdays	Human R > Person Personne Work Ass Contract
54	<b>Employment Separation Reason Code</b>	The employee's reason for leaving the school district. This field reports if the Position Title is TEACHER or when the Second Position Title is PRINCIPAL. All others report null. <ul style="list-style-type: none"> <li>• <b>RES</b> - Resignation</li> <li>• <b>RET</b> - Retirement</li> <li>• <b>PRT</b> - Performance-related termination</li> <li>• <b>OTH</b> - Other</li> </ul> If the staff member returns during the school year, Campus removes this value.	Alphanumeric, 6 characters	HrEmployment.exitReason	Human R > Person Personne HR Gene Informati Employrn > Exit Re
55	<b>Full Staff Name</b>	This element reports blank.	N/A	N/A	N/A

#	Element	Logic	Format and Length	Campus Database	Campus
56	<b>Itinerant Staff</b>	<p>Indicates whether the employee is an itinerant teacher.</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> reports if the staff member is an itinerant staff member; i.e., 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.</li> <li>• <b>No</b> reports if the Staff member is employed by this LEA.</li> </ul>	Alphanumeric, 3 character Y or N	HREmploymentAssignment.teacherType	Human P > Person Personne Work Ass Teacher !:Itineran
57	<b>Alternate Staff ID</b>	<p>A Staff ID is a unique number assigned to individuals employed by a school or district. Local staff ID must be unique within the district. For NYC, the local staff ID must be unique within NYC.</p> <p>If the Staff ID is less than 9 digits, the field is left padded with zeros.</p>	Numeric, 20 digits	Person.staffStateID	Human P > Person Personne HR Gene Informati State ID
58	<b>Alternate Annual Salary</b>	This element reports blank.	N/A	N/A	N/A
59	<b>Alternate Contract Work Days</b>	This element reports blank.	N/A	N/A	N/A
60	<b>Employment Basis</b>	<p>The percent of the school year for which the employee works for the district.</p> <p>If Total FTE is greater than 1, this field reports <b>1</b>.</p> <p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• 100 percent is reported as 1.000.</li> <li>• 75 percent should be reported 0.750</li> </ul>	Numeric, 4 digits 0 to 1.000	Calculated	Human P > Person Personne Work Ass Total FTE
61	<b>Alternate Employment Basis</b>	This element reports blank.	N/A	N/A	N/A
62	<b>Benefits Value</b>	This element reports blank.	N/A	N/A	N/A
63	<b>Local Contract</b>	This element reports blank.	N/A	N/A	N/A
64	<b>Contracting Organization</b>	This element reports blank.	N/A	N/A	N/A



#	Element	Logic	Format and Length	Campus Database	Campus
65	<b>First Name Long</b>	Identifies the employee's first name.	Alphanumeric, 60 characters	HrDemographics.firstName	Human R > Person Personne HR Gene Informati Name
66	<b>Last Name Long</b>	Identifies the employee's last name.	Alphanumeric, 60 characters	HrDemographics.lastName	Human R > Person Personne HR Gene Informati Name
67	<b>Name Suffix</b>	This element reports blank.	N/A	N/A	N/A
68	<b>Pay Step Level Alpha</b>	This element reports blank.	N/A	N/A	N/A
69	<b>Hispanic Ethnicity Indicator</b>	Indicates whether the employee is of Hispanic/Latino origin.	Alphanumeric, 3 character Y or N	Identity.hispanicEthnicity	Human R > Person Personne HR Gene Informati individua Hispanic,
70	<b>Race or Ethnicity Subgroup Code</b>	This element reports blank.	N/A	N/A	N/A
71	<b>Highest Degree Institution Code</b>	This element reports blank.	N/A	N/A	N/A
72	<b>Baccalaureate Degree Institution Code</b>	This element reports blank.	N/A	N/A	N/A
73	<b>Address 3</b>	This element reports blank.	N/A	N/A	N/A
74	<b>Base Zip Code</b>	This element reports blank.	N/A	N/A	N/A
75	<b>Zip Code +4</b>	This element reports blank.	N/A	N/A	N/A
76	<b>Email Address</b>	The employee's work e-mail address.	Alphanumeric, 80 characters	Contact.email	Human R > Person Personne Contact I > Work E
77	<b>Middle Name</b>	Identifies the employee's middle name. This element reports blank is there no middle name.	Alphanumeric, 60 characters	HrDemographics.middleName	Human R > Person Personne HR Gene Informati Middle N

#	Element	Logic	Format and Length	Campus Database	Campus
78	<b>+RACE2CODE</b>	<p>The employee's race. If more than one race is provided, the first race reports in the <b>Race or Ethnicity Code</b> field.</p> <p>Additional races report in these fields.</p> <ul style="list-style-type: none"> <li>• <b>I</b> - American Indian or Alaska Native</li> <li>• <b>A</b> - Asian</li> <li>• <b>B</b> - Black or African American</li> <li>• <b>P</b> - Native Hawaiian/Other Pacific Islander</li> <li>• <b>W</b> - White</li> </ul>	Alphanumeric, 4 characters	identity.raceEthnicity	Human P > Person Personne HR Gene Informati Ethnicity
79	<b>+RACE3CODE</b>				
80	<b>+RACE4CODE</b>				
81	<b>I+RACE5CODE</b>				
82	<b>Postsecondary Subject Area</b>	This element reports blank.	N/A	N/A	N/A
83	<b>Employment Eligibility Verification</b>	This element reports blank.	N/A	N/A	N/A
84	<b>Name Prefix</b>	This element reports blank.	N/A	N/A	N/A
85	<b>Work Phone</b>	This element reports blank.	N/A	N/A	N/A
86	<b>Cell Phone</b>	This element reports blank.	N/A	N/A	N/A
87	<b>Mailing Address 1</b>	This element reports blank.	N/A	N/A	N/A
88	<b>Mailing Address 2</b>	This element reports blank.	N/A	N/A	N/A
89	<b>Mailing Address 3</b>	This element reports blank.	N/A	N/A	N/A
90	<b>Mailing Address City</b>	This element reports blank.	N/A	N/A	N/A
91	<b>Mailing Address State Code</b>	This element reports blank.	N/A	N/A	N/A
92	<b>Mailing Address Base Zip Code</b>	This element reports blank.	N/A	N/A	N/A
93	<b>Mailing Address Zip Code +4</b>	This element reports blank.	N/A	N/A	N/A
94	<b>Employment Status Code</b>	This element reports blank.	N/A	N/A	N/A
95	<b>Authorized to Carry Weapon Indicator</b>	This element reports blank.	N/A	N/A	N/A
96	<b>Staff First Name Alias</b>	This element reports blank.	N/A	N/A	N/A
97	<b>Staff Previous Last Name</b>	This element reports blank.	N/A	N/A	N/A
98	<b>PS State Student ID</b>	This element reports blank.	N/A	N/A	N/A

#	Element	Logic	Format and Length	Campus Database	Campus
99	<b>Personal Email Address</b>	This element reports blank.	N/A	N/A	N/A
100	<b>Employment Separation Type Code</b>	This element reports blank.	N/A	N/A	N/A
101	<b>Previous Staff ID</b>	This element reports blank.	N/A	N/A	N/A
102	<b>Years Of Teaching Experience (Total Years of Professional Educational Experience)</b>	All years of professional educational experience, including other public school districts, nonpublic schools, BOCES, and college or university experience within NYS. This field is calculated by adding the "Total Years Prior Experience" and "Total District Experience" field from HR General Information tab.	Numeric, 7 digits	Calculated	Human P > Person Personne HR Gene Informati Years Pri Experien Total Dis Experien
103	<b>Personal Information Verification Code</b>	This element reports blank.	N/A	N/A	N/A
104	<b>Position Hire Date</b>	This element reports blank.	N/A	N/A	N/A

#	Element	Logic	Format and Length	Campus Database	Campus																
105	<b>Second Position Title (Principal Title)</b>	<p>Indicates whether the staff member is a Principal or a Principal AND at Teacher. This field reports <b>PRINCIPAL</b> if one of the Work Assignments has one of the following Assignment Codes.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1102</td> <td>PRINCIPAL ELEMENTARY SCHOOL</td> </tr> <tr> <td>1104</td> <td>PRINCIPAL MIDDLE SCHOOL</td> </tr> <tr> <td>1106</td> <td>PRINCIPAL JUNIOR HIGH SCHOOL</td> </tr> <tr> <td>1107</td> <td>PRINCIPAL K-12 SCHOOL</td> </tr> <tr> <td>1108</td> <td>PRINCIPAL SENIOR HIGH SCHOOL</td> </tr> <tr> <td>1109</td> <td>PRINCIPAL JUNIOR/SENIOR H S</td> </tr> <tr> <td>1110</td> <td>PRINCIPAL SPECIAL SCHOOL</td> </tr> </tbody> </table> <p>Staff employed as teachers and principals, <b>TEACHER</b> also reports in this field.</p>	Code	Description	1102	PRINCIPAL ELEMENTARY SCHOOL	1104	PRINCIPAL MIDDLE SCHOOL	1106	PRINCIPAL JUNIOR HIGH SCHOOL	1107	PRINCIPAL K-12 SCHOOL	1108	PRINCIPAL SENIOR HIGH SCHOOL	1109	PRINCIPAL JUNIOR/SENIOR H S	1110	PRINCIPAL SPECIAL SCHOOL	Alphanumeric, 50 characters	HrWorkAssignment.positionCode	Human R > Person Personnel Work Ass Assignm
Code	Description																				
1102	PRINCIPAL ELEMENTARY SCHOOL																				
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1107	PRINCIPAL K-12 SCHOOL																				
1108	PRINCIPAL SENIOR HIGH SCHOOL																				
1109	PRINCIPAL JUNIOR/SENIOR H S																				
1110	PRINCIPAL SPECIAL SCHOOL																				
106	<b>Second Position Hire Date (Principal Hire Date)</b>	The principal's hire date. If there are two hire dates, the most recent date reports unless the second hire date > 1 year from the first hire date. If the second hire date is > 1 year that the first hire date, report the second hire date.	Date field, 10 characters YYYY-06-30	HrDemographics.hireDate	Human R > Person Personnel HR Gene Informati Employr > Hire D.																
107	<b>Second Position Tenure Date (Principal Tenure Date)</b>	This element reports blank.	N/A	N/A	N/A																

#	Element	Logic	Format and Length	Campus Database	Campus
108	<b>Staff Education Level Code</b>	<p>The highest degree held by the employee.</p> <ul style="list-style-type: none"> <li>• <b>0</b>=No higher education</li> <li>• <b>1</b>=Freshman year complete</li> <li>• <b>2</b>=Sophomore year completed</li> <li>• <b>3</b>=Associate degree</li> <li>• <b>4</b>=Junior year completed</li> <li>• <b>5</b>=Bachelors degree</li> <li>• <b>6</b>= Bachelors+30 or more hours</li> <li>• <b>7</b>=Masters degree</li> <li>• <b>8</b>=Masters+30 or more hours</li> <li>• <b>9</b>=Doctorate</li> </ul>	Numeric, 20 digits	EmploymentCredential.degreeType	Human P > Person Personne Qualifica Educatio Qualifica
109	<b>Employment Offer Date</b>	This element reports blank.	N/A	N/A	N/A
110	<b>Annual Contract Work Months</b>	<p>Number of months per year the staff member is currently employed by the district.</p> <p>Short-term (less than 3 months) or per diem substitutes do not report.</p>	Numeric, 2 digits	HRPositionCode.payrolljobcode	Human P > Admin Position ( Work Mo
111	<b>Professional Development Indicator</b>	<p>Indicates whether the staff member received Professional Development in the prior year.</p> <p>This field reports <b>Y</b> (Yes) when the employee's Position Title is TEACHER. <b>NA</b> reports for first-year teachers, teachers on leave, teachers who had only non-teaching assignments, and if the Position Title is null.</p>	Alphanumeric, 3 characters	N/A	Human P > Person Personne HR Gene Informati Employrn (most re or Human P > Person Personne Leave En or Human P > Person Personne Work Ass > (in pric year)
112	<b>Certification Exemption Code</b>	<p>Indicates whether the teacher is exempt based on the certification law for charter schools. This element only reports for charter schools.</p> <p>This field reports <b>Y</b> if the employee's Certification Type is set to <b>Certification Exemption</b>. Otherwise, <b>N</b> reports.</p>	Alphanumeric, 3 character Y or N	EmploymentCredential.employmentCredentialType and EmploymentCredential.credentialtype	Human P > Person Personne Qualifica License/C > Certific

#	Element	Logic	Format and Length	Campus Database	Campus
113	<b>Country Code</b>	This element reports blank.	N/A	N/A	N/A
114	<b>Mailing Address Country Code</b>	This element reports blank.	N/A	N/A	N/A
115	<b>Staff Approval Status Code</b>	This element reports blank.	N/A	N/A	N/A