

# Staff Demographics (ISEE Extracts) (Idaho)

Last Modified on 10/22/2022 10:17 am CDT

[Staff Demographics Extract Logic](#) | [Report Editor Field Descriptions](#) | [Staff Demographics Extract Layout](#) | [Credential Code List](#) | [Institution Code List](#) | [Staff Exit Reason Code List](#)

**PATH** : [ID State Reporting](#) > [ISEE Extracts](#)

The Staff Demographics extract is used to report demographic data on a staff level for staff with an active district assignment during the selected date range. Data for many fields in the Staff Demographics Extract are not currently stored in Infinite Campus and will have to be merged into the extract from an HR system.

| Staff Type               | Description   |
|--------------------------|---|
| <b>Active</b>            | Any staff person with an active District Employment and an active District Assignment with a Type that is not null. The District Employment and District Assignment must be active at some point during the extract date range. |
| <b>Exiting</b>           | Any staff person whose District Employment ends during the reporting period.  |
| <b>Previously Exited</b> | When a Previous Submission Date is selected on the report editor, any staff who have an ended District Employment any time from the Previous Submission Date entered to the start of the date range report.                     |
| <b>Inactive</b>          | Any Staff Person who has an Active District Employment for the entire Date Range but who does not have an Active District Assignment for the entire Date Range.   |

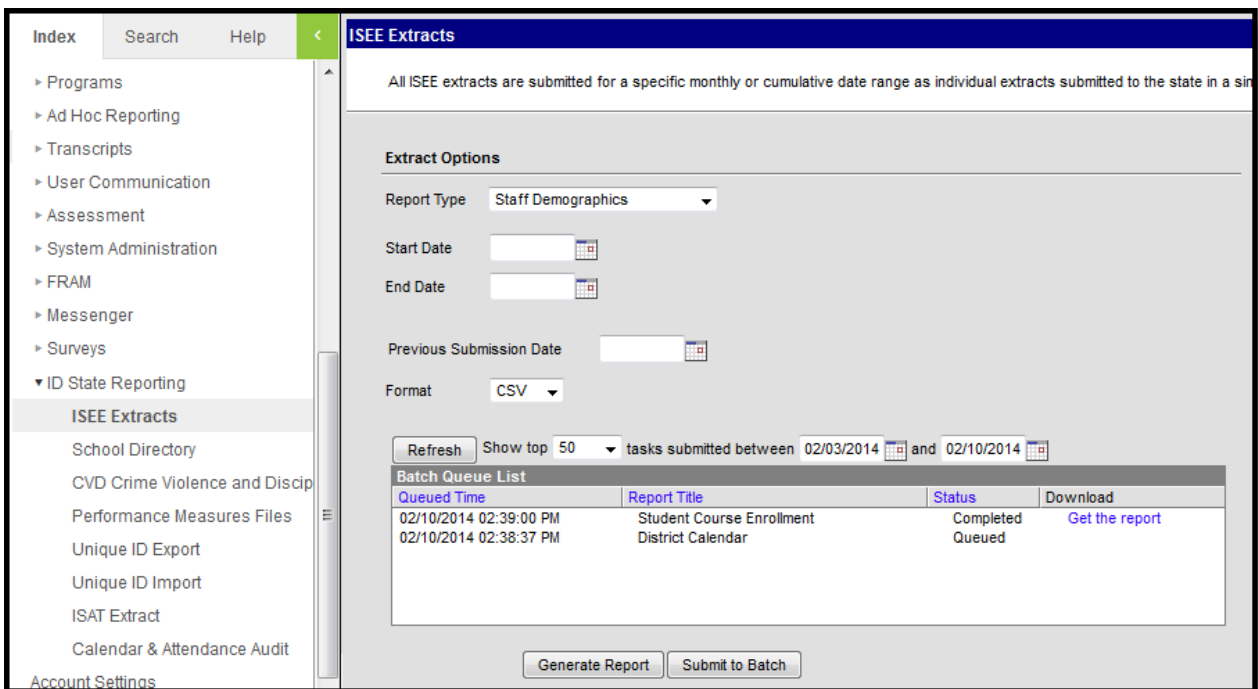


Image 1: Staff Demographics (ISEE Extract Editor)

# Staff Demographics Extract Logic

- All district-employed staff must have an active District Employment to report unless a Previous Submission Date is entered on the editor.
- For teaching staff not employed by the district who do not have a District Employment record but do have a District Assignment with a Contract Type of AR, R, or NE and 'Teacher' marked, a record reports per staff member regardless of the number of active teaching assignments that meet reporting criteria.
- Staff must have an active District Assignment (with a Type that is not null) unless they are Exiting, Previously Exited, or Inactive.
- Staff must have a Staff State ID to report.
- Staff report only one record unless they have multiple District Employment records eligible to report. In that situation, one record reports for each District Employment.

# Report Editor Field Descriptions

| Field                           | Description  |
|---------------------------------|--|
| <b>Report Type</b>              | Select <b>Staff Demographics</b> . The following ISEE extract types are also available: <ul style="list-style-type: none"> <li>• <a href="#">District Calendar</a></li> <li>• <a href="#">Student Demographics</a></li> <li>• <a href="#">Student Attendance</a></li> <li>• <a href="#">Student Course Enrollment</a></li> <li>• <a href="#">Special Education Students</a></li> <li>• <a href="#">Gifted and Talented Students</a></li> <li>• <a href="#">Staff Assignment</a></li> </ul> |
| <b>Start Date</b>               | The earliest date from which data is pulled for the report. <i>(Not required if Previous Submission Date is entered)</i>   |
| <b>End Date</b>                 | The latest date from which data is pulled for the report. <i>(Required)</i>  |
| <b>Previous Submission Date</b> | To report Staff who have exited over the summer, enter a date in the Previous Submission Date field. Any staff who have an ended District Employment any time from the Previous Submission Date entered to the start of the date range report.   |
| <b>Format</b>                   | The format in which the report will generate. Options include CSV (State Format) and HTML.   |
| <b>Batch Queue</b>              | Users have the option of submitting a District Calendar report request to the batch queue by clicking <b>Submit to Batch</b> instead of Generate Extract. This process will allow 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 <a href="#">Batch Queue</a> article.  |

# Staff Demographics Extract Layout

| Column            | Description & Format   | Campus Location   |
|-------------------|--|---|
| <b>idStaffID</b>  | The staff member's unique Idaho Staff Identification Number.<br><br><i>Numeric, 9 digits</i>   | Census > People > Demographics > Person Identifiers > Staff State ID<br><br>Person.staffStateID                       |
| <b>lastName</b>   | The staff member's last name. Reports the Legal Last Name if entered.<br><br><i>Alphanumeric, 35 characters</i>  | Census > People > Demographics > Person Information > Last Name<br><br>Identity.lastName                              |
| <b>firstName</b>  | The staff member's first name. Reports the Legal First Name if entered.<br><br><i>Alphanumeric, 35 characters</i>  | Census > People > Demographics > Person Information > First Name<br><br>Identity.firstName                            |
| <b>middleName</b> | The staff member's middle name. Reports the Legal Middle Name if entered.<br><br><i>Alphanumeric, 40 characters</i>  | Census > People > Demographics > Person Information > Middle Name<br><br>Identity.middleName                          |
| <b>suffix</b>     | An appendage, if any, used to denote the staff member's generation in their family or title; e.g., Jr., Sr., III, PhD.<br><br><i>Alphanumeric, 8 characters</i>                          | Census > Demographics > Person Information > Suffix<br><br>Identity.suffix  |
| <b>formerName</b> | Any names that were used in the past by the employee. Reports the First, Middle, Last Name and Suffix from an earlier Identity, if applicable.<br><br><i>Alphanumeric, 50 characters</i> | Census > People > Identities<br><br>Identity.firstName<br>Identity.middleName<br>Identity.lastName<br>Identity.suffix |

| Column           | Description & Format  | Campus Location  |
|------------------|---|--|
| <b>birthDate</b> | <p>The month, day, and year on which the staff member was born.</p> <p><i>Date Field, 10 characters, MM/DD/YYYY</i></p>   | <p>Census &gt; People &gt; Identities</p> <p>Identity.birthDate</p>  |
| <b>gender</b>    | <p>A person's gender. Reports <b>M</b> (male) or <b>F</b> (female). Reports the Legal Gender if entered.</p> <p><i>M or F, 1 character</i></p>  | <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Gender</p> <p>Identity.gender</p>   |
| <b>hispanic</b>  | <p>Indicates whether the staff member is Hispanic or Latino. Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> <p><i>Y or N, 1 character</i></p>  | <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Race/Ethnicity &gt; Hispanic/Latino</p> <p>Identity.hispanicEthnicity</p> |
| <b>asian</b>     | <p>Indicates whether the staff member is Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines.</p> <p><i>Y or N, 1 character</i></p> | <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Race/Ethnicity &gt; Asian</p> <p>Identity.raceEthnicity</p>               |

| Column          | Description & Format  | Campus Location  |
|-----------------|---|--|
| <b>indian</b>   | <p>Indicates whether the staff member is a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.</p> <p><i>Y or N, 1 character</i></p> | <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Race/Ethnicity &gt; American Indian or Alaska Native</p> <p>Identity.raceEthnicity</p>          |
| <b>black</b>    | <p>Indicates whether the staff member is a person who has origins in any of the Black racial groups of Africa.</p> <p><i>Y or N, 1 character</i></p>  | <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Race/Ethnicity &gt; Black or African American</p> <p>Identity.raceEthnicity</p>                 |
| <b>islander</b> | <p>Indicates whether the staff member is Native Hawaiian or Other Pacific Islander meaning having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><i>Y or N, 1 character</i></p>                              | <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Race/Ethnicity &gt; Native Hawaiian or Other Pacific Islander</p> <p>Identity.raceEthnicity</p> |
| <b>white</b>    | <p>Indicates whether the staff member is White or Causasian meaning having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p><i>Y or N, 1 character</i></p>  | <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Race/Ethnicity &gt; White</p> <p>Identity.raceEthnicity</p>                                     |

| Column                    | Description & Format  | Campus Location  |
|---------------------------|---|--|
| <b>language</b>           | <p>If this staff member is proficient in a language other than English, the code for that language. If the staff member is proficient in more than one other language, the most proficient language reports.</p> <p><i>Alphanumeric, 3 characters</i></p>                 | <p>Census &gt; District Employment &gt; Proficient Language</p> <p>Employment.proficientLanguage</p> |
| <b>isCertified</b>        | <p>Indicates whether the staff member has certified assignments or is on a contract. Reports Y if staff has an active District Assignment with Type: 02.</p> <p><i>Y or N, 1 character</i></p>  | <p>Census &gt; People &gt; District Assignment &gt; Type</p> <p>EmploymentAssignment.type</p>        |
| <b>isParaPro</b>          | <p>Indicates whether the staff member is a paraprofessional working with students. Reports as Y if the staff person has a District Assignment active during the extract reporting window with a Type of 04. Otherwise reports as N.</p> <p><i>Y or N, 1 character</i></p> | <p>Census &gt; People &gt; District Assignment &gt; Type</p> <p>EmploymentAssignment.type</p>        |
| <b>certificationYear</b>  | <p>The date teachers or administrators first received certification, regardless of the state issuing the certification. Teaching Start Date reports for Type 02 staff.</p> <p><i>Date Field, 10 characters MM/DD/YYYY</i></p>   | <p>Census &gt; District Employment &gt; Teaching Start Year</p> <p>Employment.teachingStartYear</p>  |
| <b>certificationState</b> | <p>Currently reports as blank.</p>  | <p>Does not display</p>  |

| Column                      | Description & Format   | Campus Location   |
|-----------------------------|--|---|
| <p><b>highestDegree</b></p> | <p>The highest degree claimed by the employee for funding purposes. Reported for Type 02 Staff preferentially from the Education Credential checked as State Reported. Will report from District Employment with Education=OS if no Education Credential.</p> <p>See the <a href="#">Credential Code List</a> following this table.</p> <p><i>Alphanumeric, 2 characters</i></p> | <p>Census &gt; People &gt; Credentials &gt; Credential Type &gt; Education Level, State Reported</p> <p>EmploymentCredential.degreeType</p>   |
| <p><b>degreeYear</b></p>    | <p>The year in which the highest degree being claimed was earned. Reported for Type 02 Staff preferentially from the Education Credential checked as State Reported. Will report Teaching Start Year from District Employment with Education=OS if no Education Credential.</p> <p><i>Date Field, 10 characters, MM/DD/YYYY</i></p>  | <p>Census &gt; People &gt; Credentials &gt; Credential Type &gt; Education &gt; Date Credential Obtained</p> <p>EmploymentCredential.date<br/>OR<br/>Employment.teachingStartYear</p> |

| Column                  | Description & Format  | Campus Location   |
|-------------------------|---|---|
| <b>claimDegreeInst</b>  | <p>The name of the institution that granted the highest degree the employee has claimed for funding purposes. Reporting for Type 02 Staff from Education Credential checked as State Reported.<br/>See the <a href="#">Institution Code List</a> following this table.</p> <p><i>Alphanumeric, 3 characters</i></p> | <p>Census &gt; People &gt; Credentials &gt; Credential Type &gt; Education &gt; Degree Institution</p> <p>EmploymentCredential.campusCode</p> |
| <b>claimDegreeState</b> | <p>The two character postal code where the Institution of claimed highest degree is based. Reporting for Type 02 Staff from Education Credential checked as State Reported.</p> <p><i>Numeric, 2 digits</i></p>   | <p>Census &gt; People &gt; Credentials &gt; Credential Type &gt; Education &gt; Degree State</p> <p>EmploymentCredential.eduState</p>         |
| <b>claimedMajor</b>     | <p>The Major of the highest degree claimed for funding purposes. Reporting for Type 02 Staff from Education Credential checked as State Reported.</p> <p><i>Alphanumeric, 6 characters, NN.NNNN</i></p>   | <p>Census &gt; People &gt; Credentials &gt; Credential Type &gt; Education &gt; Major CIP Code</p> <p>EmploymentCredential.majorCipCode</p>   |
| <b>claimedMinor</b>     | <p>The Minor (if any) of the highest degree claimed for funding purposes. Reporting for Type 02 Staff from Education Credential checked as State Reported.</p> <p><i>Alphanumeric, 6 characters, NN.NNNN</i></p>  | <p>Census &gt; People &gt; Credentials &gt; Credential Type &gt; Education &gt; Minor CIP Code</p> <p>EmploymentCredential.minorCipCode</p>   |



| Column                    | Description & Format  | Campus Location   |
|---------------------------|---|-------------------|
| <b>addlCredits</b>        | College transcript credit earned beyond the highest degree claimed.<br>This field reports blank.  | Does not display. |
| <b>addlDegree1</b>        | The first additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree.<br>This field reports blank.  | Does not display. |
| <b>degree1Year</b>        | Year that the first additional degree was earned.<br>This field reports blank.  | Does not display. |
| <b>degree1Institution</b> | The name of the institution that granted the first additional degree.<br>This field reports blank.  | Does not display. |
| <b>degree1State</b>       | The two character postal code where the Institution of the first additional degree is based.<br>This field reports blank.   | Does not display. |
| <b>degree1Major</b>       | The major area of study for the first additional degree.<br>This field reports blank.   | Does not display. |
| <b>degree1Minor</b>       | The minor area of study for the first additional degree.<br>This field reports blank.   | Does not display. |
| <b>addlDegree2</b>        | The second additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree.<br>This field reports blank. | Does not display. |

| Column                    | Description & Format   | Campus Location   |
|---------------------------|--|-------------------|
| <b>degree2Year</b>        | Year that the second additional degree was earned.<br>This field reports blank.  | Does not display. |
| <b>degree2Institution</b> | The name of the institution that granted the second additional degree.<br>This field reports blank.  | Does not display. |
| <b>degree2State</b>       | The two character postal code where the Institution of the second additional degree is based.<br>This field reports blank.   | Does not display. |
| <b>degree2Major</b>       | The major area of study for the second additional degree.<br>This field reports blank.   | Does not display. |
| <b>degree2Minor</b>       | The minor area of study for the second additional degree.<br>This field reports blank.   | Does not display. |
| <b>addIDegree3</b>        | The third additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree.<br>This field reports blank. | Does not display. |
| <b>degree3Year</b>        | Year that the third additional degree was earned.<br>This field reports blank.   | Does not display. |
| <b>degree3Institution</b> | The name of the institution that granted the third additional degree.<br>This field reports blank.   | Does not display. |
| <b>degree3State</b>       | The two character postal code where the Institution of the third additional degree is based.<br>This field reports blank.  | Does not display. |

| Column                    | Description & Format  | Campus Location   |
|---------------------------|---|-------------------|
| <b>degree3Major</b>       | The major area of study for the third additional degree.<br>This field reports blank.   | Does not display. |
| <b>degree3Minor</b>       | The minor area of study for the third additional degree.<br>This field reports blank.   | Does not display. |
| <b>addlDegree4</b>        | The fourth additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree.<br>This field reports blank. | Does not display. |
| <b>degree4Year</b>        | Year that the fourth additional degree was earned.<br>This field reports blank.   | Does not display. |
| <b>degree4Institution</b> | The name of the institution that granted the fourth additional degree.<br>This field reports blank.   | Does not display. |
| <b>degree4State</b>       | The two character postal code where the Institution of the fourth additional degree is based.<br>This field reports blank.  | Does not display. |
| <b>degree4Major</b>       | The major area of study for the fourth additional degree.<br>This field reports blank.  | Does not display. |
| <b>degree4Minor</b>       | the minor area of study for the fourth additional degree.<br>This field reports blank.  | Does not display. |

| Column                   | Description & Format  | Campus Location   |
|--------------------------|---|---|
| <b>minCreditsDate</b>    | For non-certified paraprofessional instructional assistants, the date they met the NCLB minimum college credits threshold.<br>This field reports blank.   | Does not display.   |
| <b>minCreditsIHE</b>     | For non-certified paraprofessional instructional assistants, the institution granting the credits.<br>This field reports blank.   | Does not display.   |
| <b>minCreditsIHESate</b> | For non-certified paraprofessional instructional assistants, the state where the institution that granted the credit is based.<br>This field reports blank.   | Does not display.   |
| <b>paraHSDiplomaType</b> | For non-certified paraprofessional instructional assistants, indicates whether they received a regular high school diploma or a GED (or equivalent). For Type: 04 staff, the following codes report: <ul style="list-style-type: none"> <li>• <b>D</b> ( 7: High School )</li> <li>• <b>G</b> ( 8: GED or Equivalent)</li> <li>• <b>X</b> (All others or blank)</li> </ul> <i>Alphanumeric, 1 character</i> | Census > District Employment > Education<br><br>Employment.educationLevel |
| <b>paraExamDate</b>      | For non-certified paraprofessional instructional assistants, the date they passed the ETS Paraprofessional Exam.<br>This field reports blank.   | Does not display.   |

| Column                | Description & Format   | Campus Location  |
|-----------------------|--|--|
| <b>paraExamScore</b>  | For non-certified paraprofessional instructional assistants, the score from the ETS paraprofessional Exam. This field reports blank.   | Does not display.  |
| <b>paraPraxis</b>     | For non-certified paraprofessional instructional assistants, indicates whether they took the Praxis. This field reports blank.   | Does not display.  |
| <b>paraExamOS</b>     | For non-certified paraprofessional instructional assistants, indicates whether the ETS paraprofessional exam was taken in another state. This field reports blank.   | Does not display.  |
| <b>schoolId</b>       | <p>This is the SDE assigned school number where the employee has their primary responsibility or where they receive their mail.</p> <p>Reports based on the District Assignment active on the extract End Date. If multiple District Assignments are active, reports the assignment with the largest FTE. If no FTE values are entered, reports the assignment with the earliest start date.</p> <p><i>Numeric, 4 digits</i></p> | <p>System Administration &gt; Resources &gt; School &gt; State School Number; Census &gt; People &gt; District Assignment</p> <p>School.number</p> |
| <b>transcriptYear</b> | The year of the most recent transcript for the employee. This field reports blank.   | Does not display.  |

| Column                      | Description & Format   | Campus Location   |
|-----------------------------|--|---|
| <b>idahoK12Experience</b>   | Years of prior teaching experience in an Idaho public PK-12 school.<br>This field reports blank.                                       | Does not display.   |
| <b>k12PublicExperience</b>  | Years of prior teaching experience in any public PK-12 school in any state (including Idaho).<br>This field reports blank.             | Does not display.   |
| <b>k12PrivateExperience</b> | Years of prior teaching experience in any non-public PK-12 school in any state - private or parochial.<br>This field reports blank.    | Does not display.   |
| <b>idahoHEExperience</b>    | Years of prior teaching experience in any non-public PK-12 school in any state - private or parochial.<br>This field reports blank.    | Does not display.   |
| <b>HEExperience</b>         | Years of prior teaching experience in any institution of Higher Education in any state (including Idaho).<br>This field reports blank. | Does not display.   |
| <b>hireDate</b>             | The date the employee was first hired by the school district<br><br><i>Date Field, 10 characters, MM/DD/YYYY</i>                       | Census > People > District Employment > Employment Information > Start Date<br><br>Employment.startDate |

| Column                  | Description & Format   | Campus Location  |
|-------------------------|--|--|
| <b>yearsInDistrict</b>  | <p>The number of years the employee has been employed by the school district. Calculated from District Employment Start Date to End Date of Date Range or End Date of District Employment, whichever is shorter.</p> <p><i>Numeric, 4 digits, NN.N</i></p>   | <p>Census &gt; People &gt; District Employment &gt; Employment Information &gt; Start Date</p> <p>Employment.startDate</p> |
| <b>employmentStatus</b> | <p>The employee's employment status. The following values report:</p> <ul style="list-style-type: none"> <li>• <b>A</b>--The staff person's District Employment record is active on the last day of the Date Range.</li> <li>• <b>I</b>--The staff person's District Employment record is active on the last day of the Date Range AND there are no active District Assignments on the last day of the Date Range.</li> <li>• <b>T</b>--The staff person's District Employment record was active at the start of the Date Range and is not active at the end of the Date Range.</li> </ul> <p><i>Alphanumeric, 1 character</i></p> | <p>Census &gt; People &gt; District Employment, District Assignment</p> <p>Calculated, not dynamically stored</p>          |
| <b>contractType1</b>    | <p>Reports the first Contract Type entered for the staff of record.</p> <p><i>Alphanumeric, 2 characters</i></p>   | <p>Census &gt; People &gt; District Employment &gt; Contract Type</p> <p>EmploymentAssignment. contractType</p>            |

| Column                  | Description & Format   | Campus Location  |
|-------------------------|--|--|
| <b>baseSalary1</b>      | For Certified staff, the base salary on the contract rounded to the nearest dollar.<br>This field reports blank.             | Does not display.  |
| <b>contractDays1</b>    | For certified staff, the number of days based on a five day work week contracted in contract 1.<br>This field reports blank. | Does not display.  |
| <b>contractHours1</b>   | For certified staff, the hours contracted in contract 1.<br>This field reports blank.  | Does not display.  |
| <b>contractFTE1</b>     | The full-time equivalent for this contract.<br>This field reports blank.   | Does not display.  |
| <b>c1fundSource1</b>    | This field reports blank.  | Does not display.  |
| <b>c1percentSource1</b> | This field reports blank.  | Does not display.  |
| <b>c1fundSource2</b>    | This field reports blank.  | Does not display.  |
| <b>c1percentSource2</b> | This field reports blank.  | Does not display.  |
| <b>c1fundSource3</b>    | This field reports blank.  | Does not display.  |
| <b>c1percentSource3</b> | This field reports blank.  | Does not display.  |
| <b>c1fundSource4</b>    | This field reports blank.  | Does not display.  |
| <b>c1percentSource4</b> | This field reports blank.  | Does not display.  |
| <b>contractType2</b>    | Reports the second Contract Type entered for the staff of record.<br><br><i>Alphanumeric, 2 characters</i>                   | Census > People > District Employment > Contract Type<br><br>EmploymentAssignment.contractType |
| <b>baseSalary2</b>      | The base salary on contract 2, if any, rounded to the nearest dollar.<br>This field reports blank.                           | Does not display.  |



| Column                  | Description & Format   | Campus Location  |
|-------------------------|--|--|
| <b>contractDays2</b>    | The number of days listed on contract 2, if any, based on a five day work week.<br>This field reports blank. | Does not display.  |
| <b>contractHours2</b>   | The total hours contracted in contract 2, if any.<br>This field reports blank.                               | Does not display.  |
| <b>contractFTE2</b>     | The full time equivalent for this contract.<br>This field reports blank.                                     | Does not display.  |
| <b>c2fundSource1</b>    | This field reports blank.  | Does not display.  |
| <b>c2percentSource1</b> | This field reports blank.  | Does not display.  |
| <b>c2fundSource2</b>    | This field reports blank.  | Does not display.  |
| <b>c2percentSource2</b> | This field reports blank.  | Does not display.  |
| <b>c2fundSource3</b>    | This field reports blank.  | Does not display.  |
| <b>c2percentSource3</b> | This field reports blank.  | Does not display.  |
| <b>c2fundSource4</b>    | This field reports blank.  | Does not display.  |
| <b>c2percentSource4</b> | This field reports blank.  | Does not display.  |
| <b>contractType3</b>    | Reports the third Contract Type entered for the staff of record.<br><br><i>Alphanumeric, 2 characters</i>    | Census > People > District Employment > Contract Type<br><br>EmploymentAssignment.contractType |
| <b>baseSalary3</b>      | The base salary on contract 3, if any, rounded to the nearest dollar.<br>This field reports blank.           | Does not display.  |
| <b>contractDays3</b>    | The base salary on contract 3, if any, rounded to the nearest dollar.<br>This field reports blank.           | Does not display.  |
| <b>contractHours3</b>   | The total hours contracted in contract 3, if any.<br>This field reports blank.                               | Does not display.  |

| Column                  | Description & Format  | Campus Location   |
|-------------------------|---|-------------------|
| <b>contractFTE3</b>     | The full time equivalent for contract 3, if any.<br>This field reports blank.   | Does not display. |
| <b>c3fundSource1</b>    | This field reports blank.   | Does not display. |
| <b>c3percentSource1</b> | This field reports blank.   | Does not display. |
| <b>c3fundSource2</b>    | This field reports blank.   | Does not display. |
| <b>c3percentSource2</b> | This field reports blank.   | Does not display. |
| <b>c3fundSource3</b>    | This field reports blank.   | Does not display. |
| <b>c3percentSource3</b> | This field reports blank.   | Does not display. |
| <b>c3fundSource4</b>    | This field reports blank.   | Does not display. |
| <b>c3percentSource4</b> | This field reports blank.   | Does not display. |
| <b>extraPay1</b>        | The code for the special or supplemental duties performed which are not in the base pay.<br>This field reports blank. | Does not display. |
| <b>extraPay2</b>        | The code for the special or supplemental duties performed which are not in the base pay.<br>This field reports blank. | Does not display. |
| <b>extraPayAmount2</b>  | The amount of extra pay received rounded to the nearest dollar.<br>This field reports blank.                          | Does not display. |
| <b>extraPay3</b>        | The code for the special or supplemental duties performed which are not in the base pay.<br>This field reports blank. | Does not display. |
| <b>extraPayAmount3</b>  | The amount of extra pay received rounded to the nearest dollar.<br>This field reports blank.                          | Does not display. |
| <b>extraPay4</b>        | The amount of extra pay received rounded to the nearest dollar.<br>This field reports blank.                          | Does not display. |

| Column                  | Description & Format   | Campus Location  |
|-------------------------|--|--|
| <b>extraPayAmount4</b>  | The code for the special or supplemental duties performed which are not in the base pay.<br>This field reports blank.  | Does not display.  |
| <b>ncfundSource1</b>    | This field reports blank.  | Does not display.  |
| <b>ncpercentSource1</b> | This field reports blank.  | Does not display.  |
| <b>ncfundSource2</b>    | This field reports blank.  | Does not display.  |
| <b>ncpercentSource2</b> | This field reports blank.  | Does not display.  |
| <b>ncfundSource3</b>    | This field reports blank.  | Does not display.  |
| <b>ncpercentSource3</b> | This field reports blank.  | Does not display.  |
| <b>ncfundSource4</b>    | This field reports blank.  | Does not display.  |
| <b>ncpercentSource4</b> | This field reports blank.  | Does not display.  |
| <b>terminationDate</b>  | <p>The month, day, and year that the employee became or will become inactive or terminated.</p> <p>Reports District Employment End Date if the date falls within the extract Date Range.</p> <p>If a Previous Submission Date is entered and the District Employment End Date falls between the Last Submission Date and the Start Date of the date range, reports the End Date.</p> <p>To report the Teacher of Record as on leave, staff must:</p> <ul style="list-style-type: none"> <li>• Have an active District Employment where the Exit Date is Null and an Exit Reason of 11, 12, 13, or 14.</li> <li>• Be assigned as a Primary Teacher on an active section with</li> </ul> | <p>Census &gt; District Employment &gt; End Date</p> <p>Employment.endDate</p> |

| Column                          | Description & Format   | Campus Location  |
|---------------------------------|--|--|
|                                 | <p>at least one student rostered during the extract date range. The active District Assignment marked as Teacher must be selected on the Staff History tab. There must be another Teacher present on the Staff History tab with their active District Assignment selected with a Role of L: Long Term Substitute and a Start Date.</p> <p>If the above is true, reports the first instructional calendar day prior to the Start Date of the Role L Staff History record in the Primary Teacher's record. Otherwise reports as blank.</p> <p><i>Date Field, 10 characters, MM/DD/YYYY</i></p> |  |
| <p><b>terminationReason</b></p> | <p>The reason an employee reported last year is not reported this year. See the <a href="#">Staff Exit Reason Code List</a> following this table. Reports District Employment Staff Exit Reason.</p> <p><i>Alphanumeric, 2 characters</i></p>  | <p>Census &gt; District Employment &gt; Staff Exit Reason</p> <p>Employment.exitReason</p> |

| Column       | Description & Format   | Campus Location   |
|--------------|--|-------------------|
| <b>notes</b> | Any comments or explanatory notes for the data in this record.<br>This field reports blank.<br><br><i>Alphanumeric, 250 characters</i> | Does not display. |

## Credential Code List

| Code       | Name   | Value reported |
|------------|--|----------------|
| <b>HS</b>  | High School Diploma                          | HS             |
| <b>GED</b> | GED or Equivalent                            | G              |
| <b>A</b>   | Associates                                   | A              |
| <b>AA</b>  | Associate of Arts (A.A.)                     | A              |
| <b>AS</b>  | Associate of Science (A.S.)                  | A              |
| <b>AAS</b> | Associate of Applied Science (A.A.S.)        | A              |
| <b>B</b>   | Bachelors                                    | B              |
| <b>BA</b>  | Bachelor of Arts (B.A.)                      | BA             |
| <b>BS</b>  | Bachelor of Science (B.S.)                   | BS             |
| <b>BFA</b> | Bachelor of Fine Arts (B.F.A.)               | B              |
| <b>BBA</b> | Bachelor of Business Administration (B.B.A.) | B              |
| <b>BED</b> | Bachelor of Education (B.Ed)                 | B              |
| <b>M</b>   | Masters                                      | M              |
| <b>MA</b>  | Master of Arts (M.A.)                        | MA             |
| <b>MS</b>  | Master of Science (M.S.)                     | MS             |
| <b>MED</b> | Master of Education (M. Ed.)                 | M              |
| <b>MBA</b> | Master of Business Administration (MBA)      | M              |
| <b>EDD</b> | Educational Doctorate (Ed.D)                 | ES             |
| <b>EDS</b> | Educational Specialist (Ed.S)                | ES             |
| <b>PHD</b> | Doctor of Philosophy (Ph.D)                  | DR             |
| <b>MD</b>  | Doctor of Medicine (MD)                      | DR             |

| Code       | Name                         | Value reported |
|------------|------------------------------|----------------|
| <b>PSD</b> | Doctor of Psychology (Psy.D) | DR             |

## Institution Code List

| Code       | Name                                     |
|------------|--|
| <b>045</b> | Albion or Southern College of Idaho      |
| <b>010</b> | Boise State University                   |
| <b>060</b> | BYU-Idaho                                |
| <b>055</b> | BYU - Utah                               |
| <b>020</b> | College of Idaho                         |
| <b>085</b> | College of Southern Idaho                |
| <b>023</b> | College of St. Gertrude                  |
| <b>082</b> | Eastern Idaho Technical College          |
| <b>000</b> | General Category - Out-of-State          |
| <b>065</b> | Gooding College                          |
| <b>030</b> | Idaho State University                   |
| <b>075</b> | ISU/UI At University Place - Idaho Falls |
| <b>035</b> | Lewis-Clark State College                |
| <b>080</b> | Magic Valley Christian College           |
| <b>040</b> | North Idaho College                      |
| <b>050</b> | Northwest Nazarene College               |
| <b>090</b> | Other Idaho College or University        |
| <b>070</b> | University of Idaho                      |

## Staff Exit Reason Code List

| Code      | Name   |
|-----------|--|
| <b>01</b> | To work for another educational institution in ID      |
| <b>02</b> | To work for another educational institution outside ID |
| <b>03</b> | Leaving the education profession                       |
| <b>04</b> | Returning to school                                    |

| Code      | Name   |
|-----------|--|
| <b>05</b> | Spouse transferred                                 |
| <b>06</b> | Retirement   |
| <b>07</b> | Death  |
| <b>08</b> | Reduction in force                                 |
| <b>09</b> | Personal reasons                                   |
| <b>10</b> | Involuntary termination                            |
| <b>11</b> | Leave of absence                                   |
| <b>12</b> | Parental/Family obligation                         |
| <b>13</b> | Service in foreign country                         |
| <b>14</b> | Military   |
| <b>15</b> | Contractor no longer paid on district payroll      |
| <b>16</b> | Early retirement incentive prog (IC 33-1004G only) |
| <b>17</b> | Certificated to non-certificated                   |
| <b>18</b> | Non-certificated to Certificated                   |

---