Staff Member ID Extract (New Jersey)

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Classic View: NJ State Reporting > Staff Member ID Extract

Search Terms: Staff ID-SMID

The Staff Member ID Extract reports demographic information on staff members who are actively employed or were actively employed for at least one day during the defined reporting period.
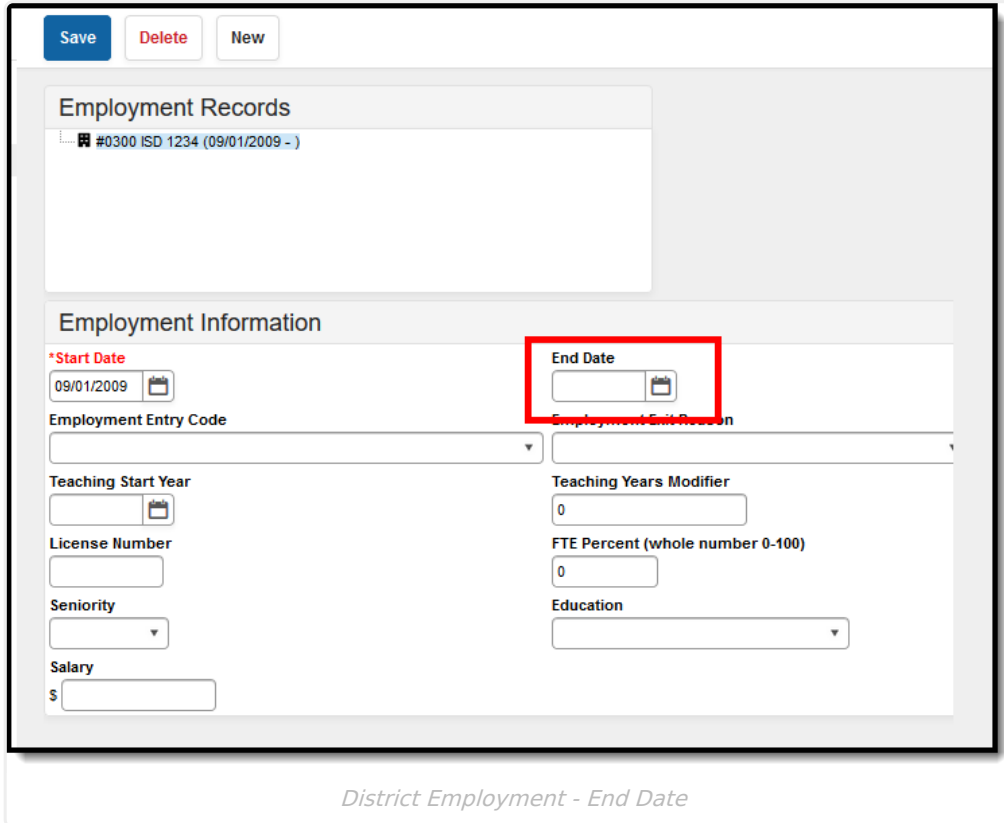

Staff Member ID Extract Editor

Report Logic

Staff members are reported when actively employed or employed for at least one day during the reporting period start and end date. Actively employed staff members do not have an end date on the employment record.

District Employment - End Date

The following fields have additional logic:

Certification Status, Field 18

- If the **Credential Type** is LC (Licensure/Certificate) a Y value is reported.
- When the Certification Status is Yes, the staff member must have a Social Security number also reported.

Status (Field 19)

- If no District Employment End Date, A is reported (A=Active)
- If there is a District Employment End Date, I is reported (I=Inactive)

District Entry Code (Field 21)

- A District Entry Code is mandatory for all staff members who begin employment in the district after September 1, 2011.
- A validation is added to the Employment Start Date field

District Employment Exit Date (Field 22)

- If an employment record is ended (Exit Date field has a value), an Exit Reason is required.

Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or X: Non-binary. This is done on the Identities and/or the Demographics tools. **While New Jersey accepts a non-binary gender for**

state reporting, federal reporting standards do not. Keep this in mind for any federal reporting pulled from Infinite Campus data.

State Reporting Extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of X:Non-Binary on the Identities tab:

1. Assign the **Gender of X:Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** field to either M: Male or F: Female.
3. Save the record when finished.

Gender and Legal Gender Assignment

Report Editor

The following fields are available:

Extract Option	Description
Reporting Period Start Date	First day included in the extract. Active staff members on this date are included. Dates are entered in *mmddyy* format, or use the calendar icon to select a date.
Reporting Period End Date	Last day included in the extract. Active staff members on this date are included. Dates are entered in mmddyy format, or use the calendar icon to select a date.

Extract Option	Description
Format	Determines how the extract is displayed. Options are HTML and State Format (CSV with header). Use the HTML option to review data prior to submitting to the state. Use the State Format when submitting data to the state.

Generate the Report

1. Enter the **Reporting Period Start Date**.
2. Enter the **Reporting Period End Date.**
3. Select the desired **Format**.
4. Click the **Generate Extract** button.

Staff Member ID Extract - HTML

Staff Member ID Extract - State Format (CSV with header)

Staff Member ID Extract Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Local Staff Identifier	Unique number or alphanumeric code assigned to a staff member.	Alphanumeric, 20 characters	Person.staffID	Census > People > Demographics > Person Information > Local Staff ID
Staff Member Identifier	Unique number assigned and maintained by the New Jersey Department of Education that is unique for each staff member over time.	Numeric, 8 characters	State.staffID	Census > People > Demographics > Person Information > Staff State ID
Social Security Number	Staff person's Social Security number.	Numeric, 9 digits	Identity.SSN	Census > People > Demographics > Person Information > Social Security Number
Name Prefix	Reports a blank value. This fields denotes a rank, placement or status (Mr., Ms, Reverend, etc.).	Alphanumeric, 11 characters		
First Name	Staff person's legal first name	Alphanumeric, 30 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name
Middle Name	Staff person's middle name	Alphanumeric, 30 characters	Identity.middleName	Census > People > Demographics > Person Information > Middle Name

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Last Name	Staff person's legal last name	Alphanumeric, 50 characters	Identity.lastName	Census > People > Demographics > Person Information > Last Name
Generation Code Suffix	Indicates a generational placement in the staff person's family (II, III, etc.) No periods are included in this report. If the option in Census contains a period, it will be stripped out when the report is generated.	Alphanumeric, 3 characters	Identity.suffix	Census > People > Demographics > Person Information > Suffix
Former Name	Previously recognized or legally accepted name of the individual.	Alphanumeric, 50 characters	Identity.lastName Identity.firstName Identity.middleName	Census > People > Demographics > Person Information > Last Name First Name, Middle Name
Sex	Staff person's gender. See the Non-Binary Gender Reporting section for more information.	Alphabetic, 1 characters M or F	Identity.gender Identity.legalGender	Census > People > Demographics > Person Information > Gender Census > People > Identities > Identity Information > Protected Identity Information > Legal Gender

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Date of Birth	Staff person's date of birth	Date field, 8 characters YYYYMMDD	Identity.birthdate	Census > People > Demographics > Person Information > Birthdate
Ethnicity	The ethnic category which most clearly reflects the individual's recognition of his/her community or with which the individual identifies. This field reports Y or N values: • Y = Hispanic/Latino (person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race). • N = Not Hispanic/Latino	Alphabetic, 1 character Y or N	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity > Hispanic/Latino

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Race American Indian	Selection indicates person is of American Indian or Alaska Native origin. This field reports Y or N values: • Y = Person having origins in any of the original people of North and South America (including Central America) and who maintains a tribal affiliation or community attachment. • N = Not American Indian or Alaska Native	Alphabetic, 1 character Y or N	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity > American Indian or Alaska Native

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Race Asian	Selection indicates person is of Asian origin. This field reports Y or N values: • Y = Person having origins in any of the original people of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam • N = Not Asian	Alphabetic, 1 character Y or N	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity > Asian
Race Black	Selection indicates person is of Black or African American origin. This field reports Y or N values: • Y = Person having origins in any of the black racial groups of Africa • N = Not Black or African American	Alphabetic, 1 character Y or N	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity > Black or African American

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Race Pacific	Selection indicates person is of Native Hawaiian or Pacific Islander. This field reports Y or N values: • Y = Person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands. • N = Not Native Hawaiian or Other Pacific Islander	Alphabetic, 1 character Y or N	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity > Native Hawaiian or Other Pacific Islander
Race White	Selection indicates person is of Caucasian descent. This field reports Y or N values: • Y = Person having origins in any of the original peoples of Europe, the Middle East or North Africa. • N = Not White	Alphabetic, 1 character Y or N	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity > White

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Certification Status	Indication that the educator holds the certification required by his/her assignment. The staff person's Social Security number must be reported if Certification Status = Yes. • Y = Yes, fully certified or licensed (Credential Type = LC) • N = No, not fully certified or licensed	Alphabetic, 1 character Y or N	EmploymentCredential. fullCertification	Census > People > Credentials > Licensure/ Certification > Fully Certified
Status	The staff person's employment status.	Alphanumeric, 1 character	Employment. employmentStatus	Census > People > District Employment >
District Employment Begin Date	The date on which the staff member began employment with the reporting LEA.	Date field, 8 characters MMDDYYYY	Employment.startDate	Census > People > District Employment > Start Date
District Entry Code	An indication from where the staff member is coming. See the Employment Entry Codes table for available options.	Numeric, 2 digits	Employment.entryCode	Census > People > District Employment > Entry Code
District Employment Exit Date	The date on which the staff member ends employment with the reporting LEA.	Date field, 8 characters MMDDYYYY	Employment.endDate	Census > People > District Employment > End Date

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
District Employment Exit Reason	Indication of why the staff person has ended employment with the district. See the Employment Exit Reasons table for available options.	Numeric, 2 digits	Employment.exitReason	Census > People >District Employment > Exit Reason

Employment Entry Codes

Code	Description
03	From teaching in another NJ public school district
04	From teaching in a public school district outside NJ
05	From teacher in a non-public school
06	From teaching in a college or university
11	From Admin/Sup in another NJ public school district
12	From Admin/Sup in a public school district outside of NJ
13	From Admin/Sup in a non-public school
14	From Admin/Sup in a college or university
17	From Edu/Supp in another NJ public school district
18	From Edu/Supp in a public school district outside of NJ occupation
19	From Edu/Supp in a non-public school, college or university
20	From Edu/Supp in a college or university
21	In a NJ public college or university program
22	In a private NJ college or university program
23	In a public or private college or university program outside of NJ
29	Returning to a certified position from home duties
30	From maternity leave
31	From sabbatical leave
32	From another leave of absence
60	From a branch of the military services

Code	Description
70	From a position of employment in a non-teaching occupation
72	From a position other than any listed

Employment Exit Reasons

Code	Description
02	Teaching in another NJ public school
03	Teaching in a public school district outside NJ
04	Teaching in a non-public school
05	Teaching in a college or university
11	Admin/Sup in another NJ public school district
12	Admin/Sup in a public school district outside of NJ
13	Admin/Sup in a non-public school
14	Admin/Sup in a college or university
16	Ed Support in another NJ public school district
17	Ed Support in a public school district outside of NJ occupation
18	Ed Support in a non-public school, college or university
19	Ed Support in a college or university
20	Continue education at a college or university
25	Resigned because of prolonged illness
28	Resigned no reason given for resignation
29	Resigned to assume home duties
30	A maternity leave
31	A sabbatical leave
32	Another leave of absence
40	Retired from position
50	Deceased
60	To enter military services
70	Accepted employment in a non-teaching occupation
80	Due to reduction in force

Code	Description
81	Non-tenured faculty, not meeting performance
82	Tenured faculty, not meeting performance
90	For other than any listed
92	Certificate suspended
93	Certificate revoked