

# Staff Identity (SLDS) (Vermont)

Last Modified on 10/22/2022 10:39 am CDT

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

**Classic View:** VT State Reporting > SLDS > Extract Type > 0 Staff Identity

**Search Terms:** SLDS

The Staff Identity submission enhances Vermont's ability to efficiently and accurately manage, analyze, and use education data.

The screenshot shows the 'SLDS ☆' interface with a breadcrumb trail: Reporting > VT State Reporting > SLDS. Below this is a blue header for 'VT SLDS Reports' and a message: 'This tool will extract data to complete the VT SLDS Reports.' The main section is titled 'Extract Options' and contains several fields: 'Submission code for file name' (Nightly Collection Unofficial (03)), 'Extract Type' (0 Staff Identity, highlighted with a red box), 'Effective Date' (05/05/2020), 'Format' (State Submission), and 'Report Legal Identities' (checked). There are 'Generate Report' and 'Submit to Batch' buttons. Below the options is a 'Refresh' button, a 'Show top 50' dropdown, and a date range filter for tasks submitted between 04/28/2020 and 05/05/2020. At the bottom is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'.

Example 0 Staff Identity Editor

## Report Logic

- All staff with any employment on or prior to the effective date report.
- Staff are not included if their District Assignment is marked as Exclude.
- Multiple records report if the staff has two or more **EmpOrgid** in a Supervisory Union or District.

## Report Editor

Field	Description
<b>Submission Code for File Name</b>	The report naming convention based on the submission time frame of the report.
<b>Extract Type</b>	0 Staff Identity
<b>Effective Date</b>	The date from which data is pulled for the report.
<b>Format</b>	Determines the format for the report. Use <b>State Submission</b> when submitting the final data. Use <b>HTML</b> for data review and testing.
<b>Report Legal Identities</b>	When this checkbox is marked, Campus reports the legal name entered on the Census > People > Identities tab. If only one part of the Protected Identity Information is entered, that part reports and the other name fields report blank. For example, if the Legal First Name is entered but the middle and last name fields are empty, then only the first name reports and the middle and last names report blank. <a href="#">▶ Click here to expand...</a>
<b>Select Calendars</b>	The calendar(s) from which data is pulled for the report. This option is only available when you select <i>HTML</i> for the <b>File Format</b> and can assist you with verifying data for individual calendars.
<b>Generate Report Submit to Batch</b>	Users have the option of submitting the report request to the batch queue by clicking <b>Submit to Batch</b> instead of <b>Generate Extract</b> . This process allows larger reports to generate in the background without disrupting the use of Campus.

## Report Layout

Element	Logic	Campus Location
<b>ADMINID</b>	The VT AOE assigned unique identifier for the Supervisory Union/District that is submitting data.  <i>Alphanumeric, 6 characters</i>	System Administration > Resources > District Information > District Detail > State District Number  District.number

Element	Logic	Campus Location
<b>EmpOrgid</b>	<p>The VT AOE assigned unique identifier for the district employing the person. The Organization ID reports unless the staff member has the Title "109: SPED Ungraded Teachers" or "112: SPED Paraprofessionals." These staff members report the ADMINID (State District Number).</p> <p><i>Alphanumeric, 6 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; School Detail &gt; Organization ID</p> <p>School.employerID</p> <hr/> <p>System Administration &gt; Resources &gt; District Information &gt; District Detail &gt; State District Number</p> <p>District.number</p>
<b>LOCALED_ID</b>	<p>A unique identifier assigned to the person by the employing organization.</p> <p><i>Alphanumeric, 15 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Local Staff Number</p> <p>Person.staffNumber</p>
<b>EDUCATORID</b>	<p>The VT AOE assigned unique person identifier. This number is distinct for each person over time.</p> <p><i>Numeric, 10 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; State Staff ID</p> <p>Person.staffStateID</p>
<b>FNAME</b>	<p>The person's first name.</p> <p>Campus reports the legal name entered on the Identities tab when the <b>Report Legal Identities</b> checkbox is marked on the report editor. Otherwise, the name reports from the Demographics tab.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p> <p>OR</p> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p>

Element	Logic	Campus Location
<p><b>MNAME</b></p>	<p>The person's middle name. Campus reports the legal name entered on the Identities tab when the <b>Report Legal Identities</b> checkbox is marked on the report editor. Otherwise, the name reports from the Demographics tab.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Middle Name</p> <p>Identity.middleName</p> <p>OR</p> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal Middle Name</p> <p>Identity.legalMiddleName</p>
<p><b>LNAME</b></p>	<p>The person's last name. Campus reports the legal name entered on the Identities tab when the <b>Report Legal Identities</b> checkbox is marked on the report editor. Otherwise, the name reports from the Demographics tab.</p> <p><i>Alphanumeric, 36 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.lastName</p> <p>OR</p> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>
<p><b>POSTNAME</b></p>	<p>The person's generational suffix. Campus reports the legal name entered on the Identities tab when the <b>Report Legal Identities</b> checkbox is marked on the report editor. Otherwise, the name reports from the Demographics tab.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Census &gt; People Demographics &gt; Person Information &gt; Suffix</p> <p>Identity.suffix</p> <p>OR</p> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal Suffix</p> <p>Identity.legalSuffix</p>

Element	Logic	Campus Location
<b>DOB</b>	<p>The person's date of birth.</p> <p><i>Date Field</i> <i>MM/DD/YYYY</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>GENDER</b>	<p>The one digit code for the person's gender. This field reports <b>M</b> or <b>F</b>. Campus reports the gender entered on the Identities tab when the <b>Report Legal Identities</b> checkbox is marked on the report editor. Otherwise, the gender reports from the Demographics tab.</p> <p><i>Alphanumeric, 1 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Gender</p> <p>Identity.gender</p> <p>OR</p> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal Gender</p> <p>Identity.legalGender</p>
<b>SY</b>	<p>The school year for which data is being submitted. For example, 2017-2018 calendar would report 2017.</p> <p><i>Date Field YYYY</i></p>	<p>N/A</p>