Staff Data: Staff Data (One record for each Staff member)

Data item	Maximum Size	Description
Table Code	1	The code indicating that this is faculty related data. This code **must be a 1**
SSN	9	The SSN of the individual in the format 999999999. NO hyphens.
First Name	45	The first name of the individual.
Middle Name	45	The middle name of the individual. The middle name of the individual. Enter a single space if there is no middle name or initial.
Last Name	45	The last name of the individual.
Salary + Suppl & Fringe	7	The salary of the individual plus supplemental contracts and board paid fringe benefits.(Do NOT enter cents or commas)
Base Salary	7	The salary of the individual. (Do NOT enter cents or commas) Do not include supplemental contracts and board paid fringe benefits.
Gender	1	The gender of the individual (1=Male, 2=Female)
Total Experience	2	The total years of experience of the individual. Use a zero for first year teachers. **Do NOT include the current year.**
USD Experience	2	The years of experience for the current USD. **Use a zero for first year teachers. Do NOT include the current year.**
Entrance Code	2	Indicates the entry status of the teacher in the USD(1= From another In-State District, 2=From out of state, 3= Returning teacher, 4= New Teacher from in State College, 5=Private School, 6= New Teacher from out of state College, 7= From Business and Industry, 8=Retired, 9=First Year Transitioning to Teaching)
E-mail Address	100	The E-mail address of the faculty member.
Date of Birth	10	Must be in MM/DD/YYYY format
Address1	30	Address Line 1
Address2	30	Address Line 2
City	25	City
State	2	State
Zip Code	10	Zip Code
Educator ID	10	The ID of the Teacher that they have on their License. Leave Blank for none or don't know.

Board paid fringe benefits (employer paid) include group life, group health, disability income, accidental death and dismemberment, and hospital surgical, and/or medical expense insurance (do not include employee reduction benefits under Section 125 plans). It does not include social security, workers' compensation, and unemployment insurance.

FTE Data: Full Time Equivalency Data (One record for each teacher for each USD, Building)

Data Item	Size	Description
Table Code	1	The code indicating that this is FTE related data. This code **must be a 2**
SSN	9	The SSN of the individual in the format 999999999. Do NOT enter hyphens.
Bldg #	4	A unique four digit integer number assigned to the building by the KSDE.

FTE	4	The Full-time Equivalency of the individual in the format of 9.99 (Include the decimal point)
Educator ID	10	ID assigned by KSDE. Not required if SSN is known.

Assignment Data: **Assignment Data (One record for each assignment for each teacher for each USD, Building)**

Data Item	Size	Description
Table Code	1	The code indicating that this is assignment related data. This code **must be a 3**
SSN	9	The SSN of the individual in the format 999999999. Do NOT enter hyphens.
Bldg #	4	A unique four digit integer number assigned to the building by the KSDE
Educator Type	1	Indicates the educator type of the individual (1=Elementary Teacher, 2=Middle School Teacher, 3=Secondary Teacher, 4=SPED/ESOL Teacher, 5=Career and Technical Education, 6=School Specialist, 7=School Support, 8=Leadership/Administration, 9=Migrant Educator)
Subject #	5	The number of the subject the individual is teaching. See list of subject numbers below
Pre-Kindergarten	1	Indicates if the individual is teaching pre-k for the current subject. (0=No, 1=Yes)
Kindergarten	1	Indicates if the individual is teaching kindergarten for the current subject. (0=No, 1=Yes)
Grade 1	1	Indicates if the individual is teaching grade 1 for the current subject. (0=No, 1=Yes)
Grade 2	1	Indicates if the individual is teaching grade 2 for the current subject. (0=No, 1=Yes)
Grade 3	1	Indicates if the individual is teaching grade 3 for the current subject. (0=No, 1=Yes)
Grade 4	1	Indicates if the individual is teaching grade 4 for the current subject. (0=No, 1=Yes)
Grade 5	1	Indicates if the individual is teaching grade 5 for the current subject. (0=No, 1=Yes)
Grade 6	1	Indicates if the individual is teaching grade 6 for the current subject. (0=No, 1=Yes)
Grade 7	1	Indicates if the individual is teaching grade 7 for the current subject. (0=No, 1=Yes)
Grade 8	1	Indicates if the individual is teaching grade 8 for the current subject. (0=No, 1=Yes)
Grade 9	1	Indicates if the individual is teaching grade 9 for the current subject. (0=No, 1=Yes)
Grade 10	1	Indicates if the individual is teaching grade 10 for the current subject. (0=No, 1=Yes)
Grade 11	1	Indicates if the individual is teaching grade 11 for the current subject. (0=No, 1=Yes)

Grade 12	1	Indicates if the individual is teaching grade 12 for the current subject. (0=No, 1=Yes)
Class Count	2 (max)	The number of classes taught in the current subject.
SPED/ESOL Type	3	The special education or ESOL Type (if any) associated with this assignment. See list of special education types below. Leave blank or enter '000' for none.
Pathway	7	The CIP Code found in the Career Cluster Guidance Handbook or Licensed Personnel Guide. The CIP Code should be a numerical code in the format of XX.XXXX
Virtual Course Monitor	1	Indicates the teacher is only monitoring the students as they complete curriculum provided by software. (= No, 1 = Yes)
Dual Credit Courses	1	Indicates the course is provided through an agreement with a college/university/technical school. (= No, 1 = Yes)
Distance Learning	1	Indicates the instruction is provided by a teacher outside of the district. (= No, 1 = Yes)
Summer School	1	Indicates the instruction is provided by a teacher during the summer. (= No, 1 = Yes)
JAG Course	1	Indicates the instruction is provided by an individual hired as part of the Jobs for American Graduates program. (= No, 1 = Yes)
Educator ID	10	ID assigned by KSDE. Not required if SSN is known
Co-Teacher	10	Educator ID of Co-Teacher (Not required)

Exited Staff File:

Exited Staff Data (One record for each Exited Faculty member)		
Data Item	**Size**	**Description**
Table Code	1	The code indicating that this is Exited Faculty related data. This code must be a 4
SSN	9	The SSN of the individual in the format 999999999. **Do NOT enter hyphens**.
Exit Code	2	See below for list of exit codes and descriptions
Exit Date	10	Date the teacher left the USD. (Format is MM/DD/YYYY)
Educator ID	10	ID assigned by KSDE. Not required if SSN is known.

Sample Files and Records

Following is a list of sample record(s) that would be included. This is how the data should actually be entered in each of the text files for the district.

Example of Faculty Entry (Tabs between entries, carriage return at end of line):
1 999999999 John Smith William 11000 10500 2 13 0 1 jsmith@ksbe.state.ks.us 05/01/1960 120 SE 10th Avenue Topeka KS 66612 1234567890
1 888888888 Jane Doe Mary 31524 30524 1 2 2 1 jdoe@ksbe.state.ks.us 05/01/1962 120 SE 10th Avenue Topeka KS 66612 1234567891

Example of FTE.txt File (Tabs between entries, carriage return at end of line):
2 999999999 9999 0.5
2 999999999 8888 0.5

2 888888888 9999 1.0

Example of Assign.txt File (Tabs between entries, carriage return at end of line):
3 999999999 9999 1 80001 0 0 0 1 0 0 0 0 0 0 0 0 0 0 08 000
3 999999999 8888 2 02001 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 04 000 1 0 0 1 0 123456789
3 888888888 9999 5 01002 0 0 1 1 0 0 0 0 0 0 0 0 0 0 0 05 000 11.0901

Example of deletedfacuty.txt File (Tabs between entries, carriage return at end of line):
4 777777777 1 01/02/2001

The following table contains entrance code for use with Staff Data entries:

ENTRANCE CODE	DESCRIPTION
1	In-State USD
2	Out of State
3	Returning Staff
4	New Teacher from In-State College
5	Private School
6	New Teacher from Out of State College
7	From Business and Industry
8	Retired – Currently Receiving KPERS
9	First Year Transitioning to Teaching
99	Other

The following table contains exit codes for use with "Exited Staff" data:

EXIT CODE	DESCRIPTION
2	Out-of-State
3	Retirement
4	Termination
5	Private School
6	Left Profession
7	Reduction in Force
9	Deceased
10	Military
11	Leave of Absence
12	Moved from Area Employment Unknown
13	Administrative Error
14	Health
15	Academic Study
17	In State USD (Teaching)
18	In State USD (Leadership)
99	Reason Not Provided

NOTE: Special education subjects go in the "subject number" column of your import file. They require a type in the "SPED/ESOL Type" column of your import file.

The following table contains SPED/ESOL Types for use with "Assignment" data:

Type Number	Name
001	Adaptive Special Education
002	Deaf or Hard-of-Hearing
003	Visually Impaired
004	English to Speakers of Other Languages
005	Functional
006	Gifted
007	Adaptive PE

Assignments for Shared Staff (upload submitted by Receiving District)

Assignment Data (One record for each assignment for each teacher for each USD, Building)		
Data Item	**Size**	**Description**
Table Code	1	The code indicating that this is assignment related data. This code **must be a 5**
SSN	9	The SSN of the individual in the format 999999999. Do NOT enter hyphens.
Bldg #	4	A unique four digit integer number assigned to the building by the KSDE
Educator Type	1	Indicates the educator type of the individual (1=Elementary Teacher, 2=Middle School Teacher, 3=Secondary Teacher, 4=SPED/ESOL Teacher, 5=Career and Technical Education, 6=School Specialist, 7=School Support, 8=Leadership/Administration, 9=Migrant Educator)
Subject #	5	The number of the subject the individual is teaching. See list of subject numbers below
Pre-Kindergarten	1	Indicates if the individual is teaching pre-k for the current subject. (0=No, 1=Yes)
Kindergarten	1	Indicates if the individual is teaching kindergarten for the current subject. (0=No, 1=Yes)
Grade 1	1	Indicates if the individual is teaching grade 1 for the current subject. (0=No, 1=Yes)
Grade 2	1	Indicates if the individual is teaching grade 2 for the current subject. (0=No, 1=Yes)
Grade 3	1	Indicates if the individual is teaching grade 3 for the current subject. (0=No, 1=Yes)
Grade 4	1	Indicates if the individual is teaching grade 4 for the current subject. (0=No, 1=Yes)
Grade 5	1	Indicates if the individual is teaching grade 5 for the current subject. (0=No, 1=Yes)

Grade 6	1	Indicates if the individual is teaching grade 6 for the current subject. (0=No, 1=Yes)
Grade 7	1	Indicates if the individual is teaching grade 7 for the current subject. (0=No, 1=Yes)
Grade 8	1	Indicates if the individual is teaching grade 8 for the current subject. (0=No, 1=Yes)
Grade 9	1	Indicates if the individual is teaching grade 9 for the current subject. (0=No, 1=Yes)
Grade 10	1	Indicates if the individual is teaching grade 10 for the current subject. (0=No, 1=Yes)
Grade 11	1	Indicates if the individual is teaching grade 11 for the current subject. (0=No, 1=Yes)
Grade 12	1	Indicates if the individual is teaching grade 12 for the current subject. (0=No, 1=Yes)
Class Count	2 (max)	The number of classes taught in the current subject.
SPED/ESOL Type	3	The special education or ESOL Type (if any) associated with this assignment. See list of special education types below. Leave blank or enter '000' for none.
Pathway	7	The CIP Code found in the Career Cluster Guidance Handbook or Licensed Personnel Guide. The CIP Code should be a numerical code in the format of XX.XXXX
Virtual Course Monitor	1	Indicates the teacher is only monitoring the students as they complete curriculum provided by software. (= No, 1 = Yes)
Dual Credit Courses	1	Indicates the course is provided through an agreement with a college/university/technical school. (= No, 1 = Yes)
Distance Learning	1	Indicates the instruction is provided by a teacher outside of the district. (= No, 1 = Yes)
Summer School	1	Indicates the instruction is provided by a teacher during the summer. (= No, 1 = Yes)
JAG Course	1	Indicates the instruction is provided by an individual hired as part of the Jobs for American Graduates program. (= No, 1 = Yes)
Educator ID	10	ID assigned by KSDE. Not required if SSN is known
Co-Teacher	10	Educator ID of Co-Teacher (Not required)
Hiring District	5	A unique five digit number assigned to the Hiring district by KSDE.
Hiring Building	4	A unique four digit number assigned to the Hiring building by KSDE. The building number is only needed if the building is a private building. If the hiring district/building is public, the field can be left blank
Name	30	Name of the educator

Example:
5 999999999 8888 3 02001 0 0 0 0 0 0 0 0 0 0 0 0 0 1 04 000 1 0 0 1 1234567890 D0999 John Smith

Shared Staff FTE file (upload submitted by Hiring district)

Full Time Equivalency Data (One record for each teacher for each USD, Building)		
Data Item	**Size**	**Description**

Table Code	1	The code indicating that this is FTE Shared Staff related data. This code **must be a 6**
SSN	9	The SSN of the individual in the format 999999999. Do NOT enter hyphens.
Receiving District #	5	A unique five digit number assigned to the receiving district by the KSDE.
Receiving Building #	4	A unique four digit number assigned to the receiving building by KSDE. The building number is only needed if the building is a private building. If the receiving district/building is public, the field can be left blank
FTE	4	The Full-time Equivalency of the individual in the format of 9.99 (Include the decimal point)
Educator ID	10	ID assigned by KSDE. Not required if SSN is known.
Shared Only	1	Staff member is only shared with other districts and does not have an assignment in hiring district (=No, 1=Yes)

Example:

2 999999999 D0900 0.5 1