



## **Texas Education Data Standards (TEDS)**

## **Public Education Information Management System (PEIMS)**

### **Section 8.2.3 PEIMS Staff Category Data Submission Requirements**

Post Addendum Version 2015.A.4.0

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## Staff Category

The Staff Category provides a wide variety of personnel, demographic, employment, assignment, teaching, and attendance information about staff of education organizations.

This category includes:

- Complex type data layouts, which show the relationship of data submissions to the Education Organization Category. Also described is the information on the data submission for the current school year for LEAs submission of data to the ESCs and ESCs submission of data to TEA;

Asterisks (\*\*) that appear in the complex type data layouts indicate that there is a complex type within a complex type. The Element Ids that are indented identify the data elements that are part of the complex type denoted with asterisks (\*\*).

Data rows that are in gray and italicized represent complex types and data elements that are part of the Ed-Fi Core Schema, but not for Texas use at this time.

- Category type discussions which describe information related to each particular record type;
- Data submission samples which provide samples of how to submit the data for each category.

### StaffExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	PEIMS				Len	Data Type	Code Table ID		
				1 M	2 M	3 M	4 M					
<b>Staff Complex Type</b>												
**	Reference Type	id								STRING		
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStateId	UniqueStateIdentifier	Y	Y		Y	Y		10	NUMERIC	
**	Complex Type	StaffIdentificationCode	StaffIdentificationCode	Y	Y		Y	Y		9	NUMERIC	
E1088	STAFF-IDENTIFICATION-SYSTEM	IdentificationSystem	StaffIdentificationSystemType	Y	Y		Y	Y		24	CODED	C191
E1087	STAFF-ASSIGNING-ORGANIZATION-CODE	AssigningOrganizationCode	IdentificationCode							60	STRING	
E0505	STAFF-ID	ID	IdentificationCode	Y	Y		Y	Y		9	NUMERIC	
**	Complex Type	Name	Name	Y	Y		Y	Y				
<i>E1301</i>	<i>VERIFICATION</i>	<i>Verification</i>	<i>PersonalInformationVerificationType</i>									
<i>E1302</i>	<i>PERSONAL-TITLE-PREFIX</i>	<i>PersonalTitlePrefix</i>	<i>PersonalTitlePrefixType</i>									
E0703	FIRST-NAME	FirstName	FirstName	Y	Y		Y	Y		75	NAMEFIELD	
E0704	MIDDLE-NAME	MiddleName	MiddleName	Y			Y			75	NAMEFIELD	
E0705	LAST-NAME	LastSurname	LastSurname	Y	Y		Y	Y		75	NAMEFIELD	
E1303	GENERATION-CODE-SUFFIX	GenerationCodeSuffix	GenerationCodeSuffixType							4	STRING	C012
<i>E1304</i>	<i>MAIDEN-NAME</i>	<i>MaidenName</i>	<i>LastSurname</i>									
**	<i>Complex Type</i>	<i>OtherName</i>	<i>OtherName</i>									
E1325	SEX	Sex	SexType							6	STRING	DC119

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Element ID	Data Element	XMLName	XML Simple Type Name	PEIMS								Len	Data Type	Code Table ID
				1	1 M	2	2 M	3	3 M	4	4 M			
E0006	DATE-OF-BIRTH	BirthDate		Y	Y			Y	Y			10	CODED	
**	Complex Type	Address	Address											
E1113	ADDRESS-TYPE	AddressType	AddressType									9	STRING	DC006
E1114	STREET-NUMBER-NAME	StreetNumberName	StreetNumberName									40	STRING	
E1115	APARTMENT-ROOM-SUITE-NUMBER	ApartmentRoomSuiteNumber	ApartmentRoomSuiteNumber									20	STRING	
E1116	BUILDING-SITE-NUMBER	BuildingSiteNumber	BuildingSiteNumber									20	STRING	
E1117	CITY	City	City									30	STRING	
E1118	STATE-ABBREVIATION	StateAbbreviation	StateAbbreviationType									2	STRING	DC124
E1119	POSTAL-CODE	PostalCode	PostalCode									17	CODED	
E1120	NAME-OF-COUNTY	NameOfCounty	NameOfCounty									30	STRING	
E1121	COUNTY-FIPS-CODE	CountyFIPSCode	CountyFIPSCode											
E1122	COUNTRY-CODE	CountryCode	CountryCodeType									2	STRING	DC033
E1123	LATITUDE	Latitude	Coordinate											
E1124	LONGITUDE	Longitude	Coordinate											
E1125	BEGIN-DATE-OF-ADDRESS	BeginDate												
E1126	END-DATE-OF-ADDRESS	EndDate												
**	Complex Type	Telephone	Telephone											
E1455	TELEPHONE-NUMBER-TYPE	TelephoneNumberType	TelephoneNumberType									11	STRING	DC133
E1456	PRIMARY-TELEPHONE-NUMBER-INDICATOR	PrimaryTelephoneNumberIndicator										5	BOOLEAN	
E1269	TELEPHONE-NUMBER	TelephoneNumber	TelephoneNumber									14	NUMERIC	
**	Complex Type	ElectronicMail	ElectronicMail											
E1242	EMAIL-ADDRESS-TYPE	EmailAddressType	ElectronicMailAddressType									13	STRING	DC057
E1243	EMAIL-ADDRESS	EmailAddress	ElectronicMailAddress									128	STRING	
E1375	HISPANIC-LATINO-ETHNICITY	HispanicLatinoEthnicity										5	BOOLEAN	
E1462	ETHNICITY	OldEthnicity	OldEthnicityType									33	STRING	DC149
**	Complex Type	Race	RaceType											
E1343	RACIAL-CATEGORY	RacialCategory	RaceItemtype									34	STRING	DC097
E1460	HIGHEST-LEVEL-OF-EDUCATION-COMPLETED	HighestLevelOfEducationCompleted	LevelOfEducationType									10	STRING	DC077
E1376	YEARS-OF-PRIOR-PROFESSIONAL-EXPERIENCE	YearsOfPriorProfessionalExperience										2	NUMERIC	
E1377	YEARS-OF-PRIOR-TEACHING-EXPERIENCE	YearsOfPriorTeachingExperience										2	NUMERIC	

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Element ID	Data Element	XMLName	XML Simple Type Name	PEIMS								Len	Data Type	Code Table ID		
				1	1 M	2	2 M	3	3 M	4	4 M					
**	Complex Type	Credentials	Credential													
E1203	CREDENTIAL-TYPE	CredentialType	CredentialType									13	STRING	DC043		
**	Complex Type	CredentialField	CredentialFieldDescriptorType													
E1489	CREDENTIAL-FIELD-DESCRIPTOR-DESCRIPTION	Description	Description									1024	STRING			
E1205	CERTIFICATION-GRADE-LEVEL	Level	LevelType									29	STRING	DC078		
E1206	TEACHING-CREDENTIAL-TYPE	TeachingCredentialType	TeachingCredentialType									30	STRING	DC131		
E1207	CREDENTIAL-ISSUANCE-DATE	CredentialIssuanceDate										10	CODED			
E1208	CREDENTIAL-EXPIRATION-DATE	CredentialExpirationDate										10	CODED			
E1209	TEACHING-CREDENTIAL-BASIS	TeachingCredentialBasis	TeachingCredentialBasisType									53	STRING	DC130		
N/A	NOT USED BY TEA	LoginId	IdentificationCode													
<b>StaffExtension Complex Type</b>																
**	Reference Complex Type	TX-LEAReference	EducationalOrgReferenceType	Y	Y				Y	Y			6	CODED		
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y				Y	Y						
E0212	DISTRICT-ID	StateOrganizationId	IdentificationCode	Y	Y				Y	Y			6	CODED		
E0706	GENERATION-CODE	TX-GenerationCode	TX-GenerationCode	Y					Y				2	CODED	C012	
E0004	SEX-CODE	TX-Sex	TX-SexType	Y	Y				Y	Y			2	CODED	C013	
E1064	HISPANIC-LATINO-CODE	TX-HispanicLatinoEthnicity	TX-ParticipationType	Y	Y				Y	Y			1	CODED	C088	
**	Complex Type	TX-Race	TX-RaceType	Y	Y				Y	Y						
E1059	AMERICAN-INDIAN-ALASKAN-NATIVE-CODE	TX-AmericanIndianAlaskaNative	TX-ParticipationType	Y	Y				Y	Y			1	CODED	C088	
E1060	ASIAN-CODE	TX-Asian	TX-ParticipationType	Y	Y				Y	Y			1	CODED	C088	
E1061	BLACK-AFRICAN-AMERICAN-CODE	TX-BlackAfricanAmerican	TX-ParticipationType	Y	Y				Y	Y			1	CODED	C088	
E1062	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE	TX-NativeHawaiianPacificIslander	TX-ParticipationType	Y	Y				Y	Y			1	CODED	C088	
E1063	WHITE-CODE	TX-White	TX-ParticipationType	Y	Y				Y	Y			1	CODED	C088	
E1073	STAFF-TYPE-CODE	TX-StaffTypeCode	TX-StaffTypeCodeType	Y	Y				Y	Y			2	CODED	C181	
E0730	HIGHEST-DEGREE-LEVEL-CODE	TX-HighestDegreeLevel	TX-HighestDegreeLevelType	Y	Y				Y	Y			2	CODED	C015	
E0161	YEARS-EXPERIENCE-IN-	TX-	TX-NumberOfYearsExp	Y	Y				Y	Y			2	CODED		

Element ID	Data Element	XMLName	XML Simple Type Name	PEIMS				Len	Data Type	Code Table ID			
				1 M	2 M	3 M	4 M						
	DISTRICT	YearsExperienceInDistrict											
E0130	TOTAL-YEARS-PROF-EXPERIENCE	TX-TotalYearsOfProfessionalExperience	TX-NumberOfYearsExp	Y	Y			Y	Y		2	CODED	

**Description**

The Staff Extension Complex Type represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion.

**Reporting Requirements**

The StaffExtension Complex Type inherits data elements from the Staff Complex Type and contains data elements that are attributes of a staff member.

The classification of staff (professional, paraprofessional/other, and auxiliary) is based on status at hiring, regardless of educational level or qualifications. Contracted professional staff that are hired through a private company, agency, or direct contract, are considered part of the professional staff of the district or campus.

Professional staff includes all teachers, administrators, certified personnel, and others working in a professional capacity in the district.

The StaffExtension Complex Type is reported for the following submissions:

- Submission 1

Staff as of the "PEIMS fall snapshot date" (the last Friday in October):

- Staff who are employed (on the payroll) or are volunteering on the Fall snapshot date.
- Contracted classroom teachers assigned to the classroom on the Fall snapshot date.

Staff who do **not** meet the conditions above are **not** reported in submission 1. For example:

- Staff who have left employment before the Fall snapshot date.
- Staff who have not begun employment as of the Fall snapshot date, even if they have begun employment by the time the data is submitted.

- Submission 3

- Staff with ROLE-IDs 047 (Substitute Teacher) and 087 (Teacher).

Auxiliary staff includes all staff that do not have a specific ROLE-ID. Auxiliary staff includes such employees as food service workers, cafeteria monitors, school crossing guards, security guards, clerks (such as attendance, purchasing, accounting, payroll, general office, file, mail), receptionists, secretaries, maintenance workers (bus, plant, etc.), groundskeepers, bus drivers, custodial staff, data processing key entry personnel, delivery personnel (mail, equipment, etc.), aides to the school nurse, and library aides. These are employees who do not fit the description in any role code, including 058 and 080.

Auxiliary staff does not include those employees considered to be professional-level staff in the district. Possible examples of such staff are computer programmers, computer operators, bookkeepers, executive assistants to administrators, or any other professional-level staff who have identifiable roles. Educational aides are identified as paraprofessional staff, and are not included in the auxiliary category.

The identification of a person as auxiliary does not depend on their educational level and/or certification status. For example, the school janitor may have a college degree, but based upon the duties that he performs, he is identified as auxiliary. When making the determination of whether a person is an auxiliary or a professional-level employee, the district

should consider whether the employee is logically grouped with the professional category (with such staff as business managers, personnel directors, teacher appraisers, instructional officers, etc.) or in the auxiliary category (with such staff as clerks, bus drivers, food service workers, secretaries, etc.).

Since student employees, such as cafeteria workers, are on the district payroll and are subject to withholding taxes, they must be reported to PEIMS as staff.

Staff identification/demographic data are usually not reported for substitute teachers. However, if a teacher has quit, died, or been fired, and the district has not hired a permanent replacement, then the staff records are required for the substitute who is working on the PEIMS as-of date for reporting.

## Business Rules

### Staff Complex Type

**TX-UNIQUE-STAFF-ID (1524)** is a unique number or alphanumeric code assigned to a staff by a state education agency.

#### **\*\*StaffIdentificationCode Complex Type**

The StaffIdentificationCode Complex Type represents a unique number or alphanumeric code assigned to a staff member by a school, school system, a state, or other agency or entity.

**STAFF-IDENTIFICATION-SYSTEM (E1088)** is a coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a staff member.

The STAFF-IDENTIFICATION-SYSTEM will always be reported with a value of "State" to identify the state STAFF-ID for the staff member.

**STAFF-ASSIGNING-ORGANIZATION-CODE (E1087)** is the organization code or name assigning the staff, student, course, and assessment identification code.

**STAFF-ID (E0505)** is the person's Social Security number.

Staff ID is the person's Social Security Number. All staff, regardless of citizenship, are required to report their Social Security number to their employer. If you are lawfully admitted to the United States, with Immigration and Naturalization Service (INS) permission to work in the U.S., you are eligible for a Social Security number.

#### **\*\*Name Complex Type**

The Name Complex Type includes the set of data elements that comprise a person's legal name.

**FIRST-NAME (E0703)** identifies a person's legal first name.

Do not use an initial for FIRST-NAME, unless an initial is the legal first name.

**MIDDLE-NAME (E0704)** identifies a person's legal middle name.

A full MIDDLE-NAME is required, if available. If a staff member has no middle name, leave MIDDLE-NAME blank.

**LAST-NAME (E0705)** identifies a person's legal last name.

"Double" last names on the identification document are recorded exactly as shown.

**GENERATION-CODE-SUFFIX (E1303)** is an appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

FIRST-NAME, MIDDLE-NAME, and LAST-NAME fields must match the staff names on the social security card. If an employee is also a student of the district, then staff naming rules must apply to the student's data.

The FIRST-NAME, MIDDLE-NAME, and LAST-NAME can be comprised of any combination of the characters defined in the domain of values (A-Z, 0-9, ' , - , space character).

Identification information must be reported for all personnel employed by the district, whether or not they serve in areas requiring certification. The MIDDLE-NAME and GENERATION-CODE may not be applicable for all staff members.

If the STAFF-ID matches a STUDENT-ID, then the FIRST-NAME, LAST-NAME, and DATE-OF-BIRTH must also match.

**SEX (E1325)** is a person's gender.



**DATE-OF-BIRTH (E0006)** indicates the month, day, and year of the person's birth.

**\*\*Address Complex Type**

The Address Complex Type includes the set of data elements that describes an address, including the street address, city, state, and ZIP code.

**ADDRESS-TYPE (E1113)** is the type of address listed for an individual or organization. For example: Physical Address, Mailing Address, Home Address, etc.)

**STREET-NUMBER-NAME (E1114)** is the street number and street name or post office box number of an address.

**APARTMENT-ROOM-SUITE-NUMBER (E1115)** is the apartment, room, or suite number of an address.

**BUILDING-SITE-NUMBER (E1116)** is the number of the building on the site, if more than one building shares the same address.

**CITY (E1117)** is the name of the city in which an address is located.

**STATE-ABBREVIATION (E1118)** is the abbreviation for the state (within the United States) or outlying area in which an address is located.

**POSTAL-CODE (E1119)** is the five or nine digit zip code or overseas postal code portion of an address.

**NAME-OF-COUNTY (E1120)** is the name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

**COUNTRY-CODE (E1122)** is the unique two character International Organization for Standardization (ISO) code for the country in which an address is located.

**\*\*Telephone Complex Type**

The Telephone Complex Type includes the set of data elements that identify the 10-digit telephone number, including the area code, for the person.

**TELEPHONE-NUMBER-TYPE (E1455)** is the type of communication number listed for an individual or organization.

**PRIMARY-TELEPHONE-NUMBER-INDICATOR (E1456)** is an indication that the telephone number should be used as the principal number for an individual or organization.

**TELEPHONE-NUMBER (E1269)** is the telephone number including the area code, and extension, if applicable.

**\*\*ElectronicMail Complex Type**

The ElectronicMail Complex Type includes the set of data elements that identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

**EMAIL-ADDRESS-TYPE (E1242)** is the type of email listed for an individual or organization. For example: Home/Personal, Work, etc.)

**EMAIL-ADDRESS (E1243)** is the electronic mail (e-mail) address listed for an individual or organization.

**HISPANIC-LATINO-ETHNICITY (E1375)** is an indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**ETHNICITY (E1462)** is the previous definition of Ethnicity combining Hispanic/latino and race:

- 1 - American Indian or Alaskan Native
- 2 - Asian or Pacific Islander
- 3 - Black, not of Hispanic origin
- 4 - Hispanic
- 5 - White, not of Hispanic origin

See Appendix F of the PEIMS Data Standards for additional information. Appendix F includes a standardized form that is to be used by all Texas public schools to collect the ethnicity and race information.

**\*\*Race Complex Type**

The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races.

**RACIAL-CATEGORY (E1343)** is zero or more racial categories associated with the student or staff.

**HIGHEST-LEVEL-OF-EDUCATION-COMPLETED (E1460)** is the extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent or the highest degree received).

**YEARS-OF-PRIOR-PROFESSIONAL-EXPERIENCE (E1376)** is the total number of years that an individual has previously held a similar professional position in one or more education institutions.

**YEARS-OF-PRIOR-TEACHING-EXPERIENCE (E1377)** is the total number of years that an individual has previously held a teaching position in one or more education institutions.

#### **\*\*Credentials Complex Type**

The Credentials Complex Type represents the legal document or authorization giving authorization to perform teaching assignment services.

**CREDENTIAL-TYPE (E1203)** is an indication of the category of credential an individual holds.

#### **\*\*CredentialField Complex Type**

The CredentialField Complex Type represents the field of certification for the certificate (e.g., Mathematics, Music)

**CREDENTIAL-FIELD-DESCRIPTOR-CODE-VALUE (E1487)** is a code or abbreviation that is used to refer to the certification field.

**CREDENTIAL-FIELD-DESCRIPTOR-DESCRIPTION (E1489)** is the description of the certification field.

**CERTIFICATION-GRADE-LEVEL (E1205)** is the grade level(s) certified for teaching.

**TEACHING-CREDENTIAL-TYPE (E1206)** is an indication of the category of a legal document giving authorization to perform teaching assignment services.

**CREDENTIAL-ISSUANCE-DATE (E1207)** is the month, day, and year on which an active credential was issued to an individual.

**CREDENTIAL-EXPIRATION-DATE (E1208)** is the month, day, and year on which an active credential held by an individual will expire.

**TEACHING-CREDENTIAL-BASIS (E1209)** is an indication of the pre-determined criteria for granting the teaching credential that an individual holds.

#### **StaffExtension Complex Type**

**DISTRICT-ID (E0212)** indicates the district identification number registered with the Texas Education Agency.

**GENERATION-CODE (E0706)** identifies the generation suffix, if any, which the person attaches to his name.

**SEX-CODE (E0004)** identifies the gender of the person.

**HISPANIC-LATINO-CODE (E1064)** indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

#### **\*\* TX-Race Complex Type**

The TX-Race Complex Type represents the general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races.

**AMERICAN-INDIAN-ALASKAN-NATIVE-CODE (E1059)** indicates a person having origins in any of the original peoples of North and South America (including Central America).

**ASIAN-CODE (E1060)** indicates 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 Philippine Islands, Thailand, and Vietnam.

**BLACK-AFRICAN AMERICAN-CODE (E1061)** indicates a person having origins in any of the black racial groups of Africa.

**NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062)** indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**WHITE-CODE (E1063)** indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Staff ethnicity and race must be reported using the new federal standard required for reporting to the United States Department of Education (USDE). LEAs are to report the results of the following two-part question for each staff member employed by the LEA. See Appendix F of the PEIMS Data Standards for additional information. In Appendix F is a standardized form that is to be used by all Texas public schools to collect this information.

**STAFF-TYPE-CODE (E1073)** indicates whether the staff person is on the district payroll or is a contracted instructional staff person.

**YEARS-EXPERIENCE-IN-DISTRICT (E0161)** indicates the number of completed years that a person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.

**TOTAL-YEARS-PROF-EXPERIENCE (E0130)** indicates the number of verifiable years of creditable experience as specified in 19 TAC, Chapter 153.

**DEMOGRAPHIC-REVISION-CONFIRMATION-CODE (E0924)** indicates that a change has been made in one of the twelve basic identification or demographic data elements since the last PEIMS data submission on this person. These twelve data elements are: FIRST-NAME, MIDDLE-NAME, LAST-NAME, GENERATION-CODE, SEX-CODE, HISPANIC-LATINO-CODE, AMERICAN-INDIAN-ALASKA-NATIVE-CODE, ASIAN-CODE, BLACK-AFRICAN AMERICAN-CODE, NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE, WHITE-CODE, and DATE-OF-BIRTH.

**PRIOR-ID (E0990)** indicates the identification number under which the person was reported during the last PEIMS data submission.

### **Special Reporting Requirements**

Currently, there are no special reporting requirements.

### **Data Sample(s)**

[PEIMS - Staff Extension](#)

### StaffEducationOrgEmploymentAssociationExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	PEIMS								Len	Data Type	Code Table ID
				1	1 M	2	2 M	3	3 M	4	4 M			
<b>StaffEducationOrgEmploymentAssociation Complex Type</b>														
**	Reference Complex Type	StaffReference	StaffReferenceType	Y	Y			Y	Y					
**	Complex Type	StaffIdentity	StaffIdentityType	Y	Y			Y	Y			9	NUMERIC	
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStateId	UniqueStateIdentifier	Y	Y			Y	Y			10	NUMERIC	
**	Reference Complex Type	EducationOrganizationReference	EducationalOrgReferenceType	Y	Y			Y	Y			6	CODED	
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y			Y	Y					
E0212	DISTRICT-ID	StateOrganizationId	IdentificationCode	Y	Y			Y	Y			6	CODED	
E1383	EMPLOYMENT-STATUS	EmploymentStatus	EmploymentStatusType									52	STRING	DC058
**	Complex Type	EmploymentPeriod	EmploymentPeriod											
E1244	HIRE-DATE	HireDate										10	CODED	
E1245	EMPLOYMENT-END-DATE	EndDate										10	CODED	
E1246	SEPARATION	Separation	SeparationType									22	STRING	DC118
E1247	SEPARATION-REASON	SeparationReason	SeparationReasonType									48	STRING	DC117
E1384	DEPARTMENT	Department	Department									3	CODED	
E1385	FULL-TIME-EQUIVALENCY	FullTimeEquivalency	percent									6	NUMERIC	
<b>StaffEducationOrgEmploymentAssociationExtension Complex Type</b>														
E0760	PERCENT-DAY-EMPLOYED	TX-PercentDayEmployed	percent	Y	Y			Y	Y			3	NUMERIC	
E0160	NUMBER-DAYS-EMPLOYED	TX-NumberDaysEmployed	TX-NumberDaysEmployed	Y	Y			Y	Y			3	NUMERIC	

### Description

The StaffEducationOrgEmploymentAssociationExtension Complex Type indicates the education organization an employee, contractor, volunteer or other service provider is formally associated with, typically indicated by which organization the staff member has a services contract with or receives their compensation.

### Reporting Requirements

The StaffEducationOrgEmploymentAssociationExtension Complex Type inherits data elements from the StaffEducationOrgEmploymentAssociation Complex Type and contains data elements that are attributes of staff employment.

The StaffEducationOrgEmploymentAssociationExtension Complex Type is submitted in both Submission 1 and Submission 3. However, only staff with ROLE-IDs 047 and 087 are required to be submitted in Submission 3.

## Business Rules

### StaffEducationOrgEmploymentAssociation Complex Type

#### \*\* StaffReference Complex Type

The StaffReference Complex Type represents the staff assigned to the education organization.

#### \*\* StaffIdentity Complex Type

The StaffIdentity Complex Type provides user information to lookup and link to an existing staff record in the receiving system.

**TX-UNIQUE-STAFF-ID (1524)** is a unique number or alphanumeric code assigned to a staff by a state education agency.

#### \*\* EducationOrganizationReference

The EducationOrganization Reference Complex Type represents the organization with which the staff is employed.

#### \*\*EducationalOrgIdentity Complex Type

The EducationalOrgIdentity Complex Type provides user information to lookup and link to an existing educational organization record in the receiving system.

**DISTRICT-ID (E0212)** indicates the district identification number registered with the Texas Education Agency.

**EMPLOYMENT-STATUS (E1383)** reflects the type of employment or contract desired for the position; for example: Probationary, Contractual, Substitute/temporary, Tenured or permanent, Volunteer/no contract.

#### \*\* EmploymentPeriod Complex Type

The EmploymentPeriod Complex Type represents the set of elements defining and characterizing a person's period of employment including start and end dates and the type and reason for separation.

**HIRE-DATE (E1244)** is the month, day, and year on which an individual was hired for a position.

**EMPLOYMENT-END-DATE (E1245)** is the month, day, and year on which a contract between an individual and a governing authority ends or is terminated under the provisions of the contract (or the date on which the agreement is made invalid).

**SEPARATION (E1246)** is the type of employment separation; for example: Voluntary separation, Involuntary separation, Mutual agreement, Other.

**SEPARATION-REASON (E1247)** is the reason for terminating the employment; for example: Employment in , education, Employment outside of education, Retirement, Family/personal relocation, Change of assignment.

**DEPARTMENT (E1384)** is the department or suborganization the employee/contractor is associated with in the Education Organization.

**FULL-TIME-EQUIVALENCY (E1385)** is the ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.

### StaffEducationOrgEmploymentAssociationExtension Complex Type

**PERCENT-DAY-EMPLOYED (E0760)** is that percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage may be determined directly from the contract: full-time = "100"; half-time = "050"; and so on. For an employee who is not on contract, the percentage may be determined as follows.

Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours a day. This data element is coded as "057" for this employee because  $4/7 = .571$ , which is rounded down.

Those employees such as cafeteria workers and bus drivers who work only a few hours each day are not to be reported as "100" in this field. Do not look at the job, but rather the number of hours worked in relation to the standard district work day.

**NUMBER-DAYS-EMPLOYED (E0160)** indicates the actual number of at-work days within the school year that a person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work.

If a person does not work the same amount of days as shown on the contract, then the actual number of days the employee will work must be reported. This situation may occur when a person does not begin work at the start of the school year.

### **Special Reporting Requirements**

The StaffEducationOrgEmploymentAssociationExtension Complex Type is required for those substitutes who are replacing teachers who have quit, died, or been fired and have not been permanently replaced. ROLE-ID 047 should only be used for this type of substitute teacher when reporting data on the StaffEducationOrgAssignmentAssociationExtension Complex Type. The following guidelines should be used in reporting this type of employee:

- NUMBER-DAYS-EMPLOYED is only an estimate.
- NUMBER-DAYS-EMPLOYED should not exceed 261.
- PERCENT-DAY-EMPLOYED should not exceed 100.

### **Data Sample(s)**

[PEIMS - Staff Education Org Employment Association](#)

### ContractedInstructionalStaffFTEExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	PEIMS								Len	Data Type	Code Table ID
				1	1 M	2	2 M	3	3 M	4	4 M			
**	Reference Complex Type	TX-LEAReference	EducationalOrgReferenceType	Y	Y							6	CODED	
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y									
E0212	DISTRICT-ID	StateOrganizationId	IdentificationCode	Y	Y							6	CODED	
**	Reference Complex Type	TX-SchoolReference	EducationalOrgReferenceType	Y	Y							9	CODED	
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y									
E0266	CAMPUS-ID	StateOrganizationId	IdentificationCode	Y	Y							9	CODED	
E1110	LOCAL-PROGRAM-INTENT-CODE	TX-LocalProgramIntentCode	TX-LocalProgramIntentCode											
E0320	PROGRAM-INTENT-CODE	TX-ProgramIntentCode	TX-ProgramIntentCodeType	Y	Y							2	CODED	C147
E0980	TOTAL-CONTRACTED-INSTR-STAFF-FTEs	TX-TotalContractedInstrStaffFTEs	TX-ContractedStaffPercentFTE	Y	Y							6	NUMERIC	

### Description

The ContractedInstructionalStaffFTEExtension Complex Type represents financial information for contracted staff by Program Intent Code at the LEA/Campus level. Contracted instructional staff are contracted teachers, speech therapists, occupational therapists, physical therapists, and any other professional staff working in a classroom on a dedicated basis.

### Reporting Requirements

PEIMS collects financial information on each district's professional contracted instructional staff. These staff are paid from function 11 only. Such staff are contracted teachers, speech therapists, occupational therapists, physical therapists, and any other professional staff working in a classroom on a dedicated basis. See the [Resource Guide](#), Financial Accounting and Reporting Module, Section 1.4.3. The total FTEs by campus, with program intent code, are reported.

The ContractedInstructionalStaffFTEComplex is submitted for each campus that has professional contracted instructional staff. If more than one PROGRAM-INTENT-CODE is used to pay the staff then additional records are needed.

Contracted instructional staff are not regular classroom teachers who have signed a contract with a district, nor are they shared services arrangement employees. Rather, these are instructors for whom the district has entered into a contractual agreement with some outside organization. Through the contract, the outside organization has committed to supplying instructional staff for the district. They are never employees of the reporting school district.

### Business Rules

#### \*\* TX-LEAReference Complex Type

The LEAReference Complex Type represents the identifier assigned to a Local Education Agency by the State Education Agency.

#### \*\*EducationalOrgIdentity Complex Type

The EducationalOrgIdentity Complex Type provides user information to lookup and link to an existing educational organization record in the receiving system.

**DISTRICT-ID (E0212)** indicates the district identification number registered with the Texas Education Agency.

#### \*\* SchoolReference Complex Type

The SchoolReference Complex Type denotes the campus with which the contracted staff is associated.

**\*\*EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to lookup and link to an existing educational organization record in the receiving system.

**CAMPUS-ID (E0266)** indicates the unique campus identification number registered with the Texas Education Agency. It is the linking of DISTRICT-ID with the campus identification number associated with the instructional staff member.

**PROGRAM-INTENT-CODE (E0320)** identifies the cost of instruction and other services that are directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the PROGRAM-INTENT-CODE, not the demographic makeup of the students served.

**TOTAL-CONTRACTED-INSTR-STAFF-FTES (E0980)** is a standard measurement of the portion of professional contracted instructional staff, expressed as a multiple of the standard work day, such as 7.7 FTEs.

When calculating contracted instructional staff FTEs, the following items must be considered:

1. the percent of the day worked (number of hours worked divided by the number of work hours in the standard day),
2. the percent of days per week worked (number of days worked divided by 5), and
3. the percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).

For example, Mrs. Jones is hired on a contracted instructional staff basis to teach the tuba to three tuba players. Her contract specifies that she will work two hours each Monday and each Friday for the entire school year. Her FTE is 0.25 (two hours worked divided by the eight hour work day in the district) multiplied by 0.40 (two days divided by five days) multiplied by 1.0 (36 weeks worked divided by the 36 week instructional year), for a reported FTE of 0.10.

**Special Reporting Requirements**

Currently, there are no special reporting requirements.

**Data Sample(s)**

[PEIMS - Contracted Instructional Staff FTE](#)



## PayrollExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	PEIMS								Len	Data Type	Code Table ID
				1	1 M	2	2 M	3	3 M	4	4 M			
**	Reference Complex Type	TX-LEAReference	EducationalOrgReferenceType	Y	Y							6	CODED	
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y									
E0212	DISTRICT-ID	StateOrganizationId	IdentificationCode	Y	Y							6	CODED	
**	Reference Complex Type	TX-StaffReference	StaffReferenceType	Y	Y							9	NUMERIC	
**	Reference Complex Type	StaffIdentity	StaffIdentityType	Y	Y							9	NUMERIC	
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStateId	UniqueStateIdentifier	Y	Y							10	NUMERIC	
E0974	FISCAL-YEAR	TX-FiscalYear		Y	Y							1	CODED	
E0425	PAYROLL-AMOUNT	TX-Amount		Y	Y							6	NUMERIC	
<i>E1107</i>	<i>LOCAL-FUND-CODE</i>	<i>TX-LocalFund</i>	<i>FundType</i>											
E0316	FUND-CODE	TX-FundCode	TX-FundCodeType	Y	Y							3	CODED	C145
<i>E1108</i>	<i>LOCAL-FUNCTION</i>	<i>TX-LocalFunction</i>	<i>FunctionType</i>											
E0317	FUNCTION-CODE	TX-FunctionCode	TX-FunctionCodeType	Y	Y							2	CODED	C146
<i>E1109</i>	<i>LOCAL-OBJECT-CODE</i>	<i>TX-LocalObject</i>	<i>ObjectType</i>											
E0318	OBJECT-CODE	TX-ObjectCode	TX-ObjectCodeType	Y	Y							4	CODED	C159
E0319	ORGANIZATION-CODE	TX-OrganizationCode	TX-OrganizationCodeType	Y	Y							3	CODED	
<i>E1110</i>	<i>LOCAL-PROGRAM-INTENT-CODE</i>	<i>TX-LocalProgramIntentCode</i>	<i>TX-LocalProgramIntentCode</i>											
E0320	PROGRAM-INTENT-CODE	TX-ProgramIntentCode	TX-ProgramIntentCodeType	Y	Y							2	CODED	C147
<i>E1326</i>	<i>LOCAL-PAYROLL-ACTIVITY-CODE</i>	<i>TX-LocalPayrollActivityCode</i>	<i>TX-LocalCode</i>											
E0424	PAYROLL-ACTIVITY-CODE	TX-PayrollActivityCode	TX-PayrollActivityCodeType	Y	Y							2	CODED	C018

### Description

The PayrollExtension Complex Type represents the sum of the financial transactions to date for employee compensation. An "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings.

### Reporting Requirements

Payroll accounting information must be reported for all personnel employed by the district. This information associates a dollar amount (PAYROLL-AMOUNT) with a code (PAYROLL-ACTIVITY-CODE) specifying the activity for which the dollar amount is received. The dollar amount is further associated with the Resource Guide-prescribed accounts (FUND-CODE, FUNCTION-CODE, OBJECT-CODE, ORGANIZATION-CODE, FISCAL-YEAR, and PROGRAM-INTENT-CODE) to which that payroll cost is charged.

In many cases, more than one set of payroll accounting data elements will be reported for a person. At a minimum there must be one set of payroll accounting data elements reported for the person's regular salary and one for each salary supplement that the person receives for extra duties that can be linked to the individual at the time of PEIMS reporting. Additionally, if either the regular salary or a salary supplement is charged to more than one Resource Guide-prescribed account, a set of payroll accounting data elements will be reported for each unique set of account code values.

Payments for casual services or for contracted services (e.g., an individual paid to sell tickets at a football game) should not be reported in the payroll area.

Districts should report taxable fringe benefits provided for staff members. Taxable fringe benefits are reported as object 6139, Employee Allowances. Examples of such taxable benefits include any allowances paid to compensate employees for expenses incurred for which the employee is not required to render a detailed accounting and other benefits taxable to the individual according to the Internal Revenue Service code. Examples include automobile, housing, uniform, and meal allowances or in-kind payments taxable under IRS code. In-kind payments such as rent-free housing or employer-furnished automobiles are to be debited to this account.

## **Business Rules**

### **\*\* TX-LEAReference**

The LEAReference Complex Type represents the identifier assigned to a Local Education Agency by the State Education Agency.

#### **\*\*EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to lookup and link to an existing educational organization record in the receiving system.

**DISTRICT-ID (E0212)** indicates the district identification number registered with the Texas Education Agency.

### **\*\* TX-StaffReference Complex Type**

The StaffReference Complex Type represents the staff assigned to education organization.

#### **\*\* StaffIdentity Complex Type**

The StaffIdentity Complex Type provides user information to lookup and link to an existing staff record in the receiving system.

**TX-UNIQUE-STAFF-ID (1524)** is a unique number or alphanumeric code assigned to a staff by a state education agency.

**FISCAL-YEAR (E0974)** is the last digit of the fiscal year, e.g., the fiscal year is 4 for the 1993-94 fiscal year.

**PAYROLL-AMOUNT (E0425)** indicates the dollar value that is paid to a staff member for a given payroll activity per year.

PAYROLL-AMOUNT is an annual amount. It is the annual pay that the person is scheduled to receive, as it is known on the PEIMS as-of date. It is not the annual rate of pay for the job. Payroll amount must not be a negative amount.

Payment for extracurricular duties for professional personnel are accounted for as salaried, and coded as function 36, object 6119. PAYROLL-ACTIVITY-CODE "80" should not be used in these situations.

Payroll amounts for activities which are paid on an as-worked basis are shown as a projected annual amount.

Report all payroll amounts that have been made during the current school year. Also show all amounts that will be made during the remainder of the school year. The payroll records are not a projection of a person's payroll data as they are on the as-of date, but rather a payroll picture for the entire year.

**FUND-CODE (E0316)** identifies the fund group and specific fund (when applicable) for actual financial data. FUND-CODE identifies the specific fund for budget and payroll.

**FUNCTION-CODE (E0317)** identifies a general operational area and groups together related activities.

**OBJECT-CODE (E0318)** identifies an account, a transaction, or a source of funds. It indicates the major account group to which a transaction is posted or to which the associated monies are related. The major account groups for PEIMS reporting include fund equity,

**ORGANIZATION-CODE (E0319)** identifies the unique organizational unit within the district with which the account is associated. For campuses, this is the three-digit campus number registered with the Texas Education Agency. For non-campus, this must be one of the administrative units required in the Resource Guide, or 998 or 999.

See Appendix H for Organization Code Reporting Guidelines.

**PROGRAM-INTENT-CODE (E0320)** identifies the cost of instruction and other services that are directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the PROGRAM-INTENT-CODE, not the demographic makeup of the students served.

**PAYROLL-ACTIVITY-CODE (E0424)** indicates the types of duty for which a staff member receives salary, salary supplements, or bonuses. PAYROLL-ACTIVITY-CODE does NOT include fringe benefits such as group health and life insurance, workmen's compensation, sick leave, and others under OBJECT-CODE value "6140".

PAYROLL-ACTIVITY-CODE 80, Base Salary, is not the state base minimum salary required by law, but is state base plus local enrichment. State base is not reported as a unique data element through PEIMS. Salary supplements are reported with PAYROLL-ACTIVITY-CODEs other than code 80. Example: Mr. Jones is hired to teach Physical Education and coach football. He will have one or more records with OBJECT-CODE 6119 and PAYROLL-ACTIVITY-CODE 80. He will have one or more records with OBJECT-CODE 6119 and PAYROLL-ACTIVITY-CODE 02.

Every staff member must have at least one entry with a PAYROLL-ACTIVITY-CODE of 80, unless code 78 (non-salaried) is reported. Code 78 is to be used for reporting volunteers, TEMATE teachers, or other staff who are not paid by the district. Enter an amount of \$0. Except in very rare cases, the total payroll amounts for code 80 should be greater than the sum of all other payroll amounts.

### **Special Reporting Requirements**

Payroll records are required for those substitutes who are replacing teachers who have quit, died, or been fired and have not been permanently replaced. OBJECT-CODE 6112 should be used only in these situations. (Regular substitute's salaries are charged to 6112, but payroll records for these people are not reported through PEIMS.) The PAYROLL-AMOUNT will be an estimated amount.

The shared services arrangement fiscal agent should report personnel and payroll information for all administrative and all itinerant employees who are paid by the fiscal agent whether or not these employees are shared by the member districts. Each member district should report only the personnel and payroll information for those employees who work under the supervision of the shared services arrangement, but are on the payroll of the member district.

Texas School for the Blind and Visually Impaired, Texas School for the Deaf, and Texas Juvenile Justice Department schools do not report the PayrollExtension Complex Type.

### **Data Sample(s)**

[PEIMS- Payroll](#)

### StaffResponsibilitiesExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	PEIMS								Len	Data Type	Code Table ID
				1	1 M	2	2 M	3	3 M	4	4 M			
**	Reference Complex Type	TX-LEAReference	EducationalOrgReferenceType	Y	Y							6	CODED	
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y									
E0212	DISTRICT-ID	StateOrganizationId	IdentificationCode	Y	Y							6	CODED	
**	Reference Complex Type	TX-StaffReference	StaffReferenceType	Y	Y							9	NUMERIC	
**	Complex Type	StaffIdentity	StaffIdentityType	Y	Y							9	NUMERIC	
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStateId	UniqueStateIdentifier	Y	Y							10	NUMERIC	
**	Reference Complex Type	TX-SchoolReference	EducationalOrgReferenceType	Y	Y							9	CODED	
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y									
E0266	CAMPUS-ID	StateOrganizationId	IdentificationCode	Y	Y							9	CODED	
E0721	ROLE-ID	TX-StaffRole	TX-StaffRoleType	Y	Y							3	CODED	C021
E0724	SERVICE-ID	TX-Serviceld	IdentificationCode	Y	Y							8	CODED	C022
E1056	CLASS-ID-NUMBER	TX-UniqueSectionCode	UniqueSectionCode	Y								14	NAME FIELD	
E0747	POPULATION-SERVED-CODE	TX-PopulationServed	TX-PopulationServedType	Y	Y							2	CODED	C030
E0170	NUMBER-STUDENTS-IN-CLASS	TX-NumberOfStudentsInClass	TX-NumberOfStudentsInClass	Y								3	NUMERIC	
E1015	ESC-SSA-STAFF-INDICATOR-CODE	TX-SharedServiceArrangementStaffIndicator	TX-SharedServiceArrangementStaffIndicatorType	Y								2	CODED	C169
E1055	CLASS-TYPE-CODE	TX-ClassTypeCode	TX-ClassType	Y								2	CODED	C179
E1057	MONTHLY-MINUTES	TX-MonthlyMinutes		Y								5	NUMERIC	

### Description

The StaffResponsibilitiesExtension Complex Type represents staff associated with their responsibilities within the LEA and/or school.

### Reporting Requirements

The StaffEducationOrgAssignmentAssociationExtension Complex Type inherits data elements from the StaffEducationOrgAssignmentAssociation Complex Type and contains data elements that are attributes of staff assignments.

Responsibility records are reported for professional and paraprofessional staff only. Multiple records are required for persons who perform duties on more than one campus, assume more than one role, and/or perform more than one type of service. By definition, if no staff responsibility record is reported, the assumption is made that the person is an auxiliary staff member.

StaffEducationOrgAssignmentAssociationExtension Complex Type reflects the assignments for professional and paraprofessional staff only. Multiple records are required for persons who perform duties on more than one campus,

assume more than one role, and/or perform more than one type of service. By definition, if no staff responsibility record is reported, the assumption is made that the person is an auxiliary staff member.

For Submission 1, the StaffEducationOrgAssignmentAssociationExtension Complex Type data is reported for the four weeks in October that include the “Last Friday in October”.

## Business Rules

### \*\* TX-LEAReference Complex Type

The LEAReference Complex Type represents the identifier assigned to a Local Education Agency (LEA) by the State Education Agency (SEA).

#### \*\*EducationalOrgIdentity Complex Type

The EducationalOrgIdentity Complex Type provides user information to lookup and link to an existing educational organization record in the receiving system.

**DISTRICT-ID (E0212)** indicates the district identification number registered with the Texas Education Agency.

### \*\*TX-StaffReference Complex Type

The StaffReference Complex Type represents the staff member associated with the responsibility.

#### \*\* StaffIdentity Complex Type

The StaffIdentity Complex Type provides user information to lookup and link to an existing staff record in the receiving system.

**TX-UNIQUE-STAFF-ID (1524)** is a unique number or alphanumeric code assigned to a staff by a state education agency.

### \*\* TX-SchoolReference Complex Type

The SchoolReference Complex Type represents the campus with which the staff member is associated.

#### \*\*EducationalOrgIdentity Complex Type

The EducationalOrgIdentity Complex Type provides user information to lookup and link to an existing educational organization record in the receiving system.

**CAMPUS-ID (E0266)** indicates the unique campus identification number registered with the Texas Education Agency. It is the linking of DISTRICT-ID with the campus identification number associated with the instructional staff member.

**ROLE-ID (E0721)** identifies the capacity in which a person serves. Examples of roles are teacher, art therapist, and superintendent.

If a person's actual role is not found among the list of values for ROLE-ID in Code Table C021, choose the closest approximation to the actual role that is available in the table.

#### ROLE-ID 033 - Instructional Educational Aides

Instructional Educational Aides are reported as role 033. Staff responsibility records are not reported for Non-Instructional Aides such as library clerks, office clerks, attendance clerks, health clerks, etc. In some instances, an instructional educational aide may serve in a library. A staff responsibility record is reported for aides who work in a library and spend most of their time helping students. Library clerks, who shelve books, check books in and out, and handle paperwork for the librarian are not reported on a staff responsibility record and are, therefore, considered auxiliary staff.

If a person's actual role is not found among the list of values for ROLE-ID in Code Table C021, choose the closest approximation to the actual role that is available in the table.

**SERVICE-ID (E0724)** refers to the services supplied by staff.

The values for SERVICE-ID listed in Code Table C022 include both courses and non-teaching responsibilities.

Responsibilities such as lunch monitoring duty or playground supervision are not included and, therefore, are not reported.

**CLASS-ID-NUMBER (E1056)** is a number identifying a unique course section that is unique for a particular school year, Campus, and SERVICE-ID.

The CLASS-ID-NUMBER may be any 14 character district defined identifier comprised of letters and/or numbers.

Each class in a staff's schedule during the month is reported with a unique number for that class on a campus. The value of CLASS-ID Number may be determined by the district as long as it remains unique for that person on that campus. A CLASS-ID-Number value may be repeated at the same campus in order to show multiple teachers assigned to the same Course Section.

If more than one service is being performed at the same time in a class by a staff member, multiple staff responsibility records should be reported with unique CLASS-ID-NUMBERS for each service to represent each course section that is being taught.

**POPULATION-SERVED-CODE (E0747)** identifies the student population for which a service has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service.

POPULATION-SERVED-CODE does not necessarily identify the program eligibility of the students who receive the service. A scheduled classroom service will have a single POPULATION-SERVED-CODE value (e.g. "01" for regular students) despite the fact that members of other student populations happen to be served in the class. The same holds true for non-classroom services. It is only when the service has been tailored for a special population that POPULATION-SERVED-CODE should be given values that apply to special student populations.

The correct value of POPULATION-SERVED-CODE is determined by the population for which the service was designed, not by the student population that receives a service. If two or more populations are being served, only one record should be reported, using the population for which the service was designed.

**NUMBER-STUDENTS-IN-CLASS (E0170)** indicates the number of students in membership in the class as of the PEIMS reporting date.

If more than one classroom staff member is serving a group of students during the same class period, the person who is the "teacher of record" is reported with all the students for NUMBER-STUDENTS-IN-CLASS. The other staff members are reported with NUMBER-STUDENTS-IN-CLASS as 0.

If there is any variation in the number of students resulting from overlapping responsibilities, report NUMBER-STUDENTS-IN-CLASS as the number of students as of the beginning of the class. In no case should the class be subdivided to report more detail than SERVICE-ID permits.

Instructional Educational Aides and Certified Interpreters should report NUMBER-STUDENTS-IN-CLASS as 0.

**ESC-SSA-STAFF-INDICATOR-CODE (E1015)** indicates whether the education service center staff responsibility being reported is part of a shared services arrangement for which the education service center is the fiscal agent.

ESC-SSA-STAFF-INDICATOR-CODE is completed by education service centers only. This field is not valid for school districts.

**CLASS-TYPE-CODE (E1055)** identifies the type of class providing instruction to students in particular class settings.

CLASS-TYPE-CODE is used to differentiate classes providing instruction in a regular setting classroom from non-regular classrooms. CLASS-TYPE-CODE is based on the INSTRUCTIONAL-SETTING-CODE previously reported on the staff responsibility record. Class size is computed on regular classes.

**MONTHLY-MINUTES (E1057)** is the total number of minutes in a month devoted to a particular class. A month is generally considered to be the 4 weeks prior to the as-of-date.

The total MONTHLY-MINUTES are reported for each class. The four weeks preceding the as-of reporting date need to be considered to calculate the monthly minutes. For example, a class that is taught for one hour every day would report 1,200 monthly minutes (60 minutes x 5 days x 4 weeks) for that class. A class taught one hour three times each week would report 720 monthly minutes (60 minutes x 3 days x 4 weeks). A class taught for different amounts of time each week would be reported with a cumulative monthly minute total.

## Special Reporting Requirements

The shared services arrangement fiscal agent should report the responsibility data for those administrative or itinerant employees who are paid by the fiscal agent. When services are provided on a campus of a member district, the CAMPUS-ID reported will be that of the member district campus. Each member district will report the staff responsibility data for any employees that it pays who perform shared services arrangement related services. If a staff member should be an employee both of the shared services arrangement fiscal agent and of a shared services arrangement member, each organization would then report all the staff data that pertains to that individual's employment with it. TEA would receive only duplicate identification and demographic data in such a case.

The High School Equivalency Program (HSEP) is authorized under Section 29.087 of the Texas Education Code (TEC) and Chapter 89, Subchapter DD of the Texas Administrative Code. This program has no relationship to TEC Chapter 37, Subchapter A, Alternative Settings for Behavior Management. Only those school districts that have applied and been approved by the agency may operate High School Equivalency Programs (HSEP). The HSEP leads to a Certificate of High School Equivalency. Eligible participants must be 16 or older at the beginning of the semester or school year. The grade level is wherever the students are in their educational progress. The POPULATION-SERVED-CODE is usually 01-Regular, unless the district is using compensatory funds for this program. The SERVICE-ID for HSEP is SR000008.

## Data Sample(s)

[PEIMS - Staff Responsibilities](#)

**StaffEducationOrgAssignmentAssociationExtension Complex Type**

Element ID	Data Element	XMLName	XML Simple Type Name	PEIMS								Len	Data Type	Code Table ID
				1	1 M	2	2 M	3	3 M	4	4 M			
<b>StaffEducationOrgAssignmentAssociation Complex Type</b>														
**	Reference Complex Type	StaffReference	StaffReferenceType					Y	Y			9	NUMERIC	
**	Complex Type	StaffIdentity	StaffIdentityType					Y	Y			9	NUMERIC	
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStateId	UniqueStateIdentifier					Y	Y			10	NUMERIC	
**	Reference Complex Type	EducationOrganizationReference	EducationalOrgReferenceType					Y	Y			9	CODED	
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType					Y	Y					
E0266	CAMPUS-ID	StateOrganizationId	IdentificationCode					Y	Y			9	CODED	
E0212	DISTRICT-ID	StateOrganizationId	IdentificationCode									6	CODED	
E1310	STAFF-CLASSIFICATION	StaffClassification	StaffClassificationType									35	STRING	DC122
E1311	POSITION-TITLE	PositionTitle	PositionTitle									45	STRING	
E1381	POSITION-BEGIN-DATE	BeginDate										10	CODED	
<b>StaffEducationOrgAssignmentAssociationExtension Complex Type</b>														
E0721	ROLE-ID	TX-StaffRole	TX-StaffRoleType					Y	Y			3	CODED	C021

**Description**

The StaffEducationOrgAssignmentAssociationExtension Complex Type indicates the local education agency to which a staff member provides services.

**Reporting Requirements**

Currently, there are no reporting requirements.

**Business Rules**

**StaffEducationOrgAssignmentAssociation Complex Type**

**\*\* StaffReference Complex Type**

The StaffReference Complex Type represents the staff assigned to education organization.

**\*\* StaffIdentity Complex Type**

The StaffIdentity Complex Type provides user information to lookup and link to an existing staff record in the receiving system.

**TX-UNIQUE-STAFF-ID (1524)** is a unique number or alphanumeric code assigned to a staff by a state education agency.

**\*\* EducationOrganizationReference**

The EducationOrganization Reference Complex Type represents the organization with which the staff is employed.

**\*\*EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to lookup and link to an existing educational organization record in the receiving system.



**CAMPUS-ID (E0266)** indicates the unique campus identification number registered with the Texas Education Agency. It is the linking of DISTRICT-ID with the campus identification number associating the staff member assignment.

If no campus can be assigned for staff such as homebound, hospital class, and off-home campus teachers, assign a campus number of 999.

**STAFF-CLASSIFICATION (E1310)** is the titles of employment, official status, or rank of education staff.

**POSITION-TITLE (E1311)** is the descriptive name of an individual's position.

**POSITION-BEGIN-DATE (E1381)** is the month, day and year of the start or effective date of a staff member's employment, contract or relationship with the LEA.

**POSITION-END-DATE (E1382)** is the month, day and year of the end or termination date of a staff member's employment, contract or relationship with the LEA.

### **StaffEducationOrgAssignmentAssociationExtension Complex Type**

**ROLE-ID (E0721)** identifies the capacity in which a person serves. Examples of roles are teacher, art therapist, and superintendent.

This data element is used to report the Teacher Class Assignment. The only staff reported are those with ROLE-IDs 087 and 047. All other roles are not reported on this record for PEIMS.

### **Special Reporting Requirements**

Currently, there are no special reporting requirements.

### **Data Sample(s)**

[PEIMS - Staff Education Org Assignment Association](#)

## TeacherSectionAssociationExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	PEIMS								Len	Data Type	Code Table ID
				1	1 M	2	2 M	3	3 M	4	4 M			
<b>TeacherSectionAssociation Complex Type</b>														
**	Reference Complex Type	TeacherReference	StaffReferenceType					Y	Y					
**	Reference Complex Type	StaffIdentity	StaffIdentityType					Y	Y			9	NUMERIC	
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStateId	UniqueStateIdentifier					Y	Y			10	NUMERIC	
**	Reference Complex Type	SectionReference	SectionReferenceType					Y	Y					
**	Reference Complex Type	SectionIdentity	SectionIdentityType					Y	Y					
E0266	CAMPUS-ID	StateOrganizationId	IdentificationCode					Y	Y			9	CODED	
E1056	CLASS-ID-NUMBER	UniqueSectionCode	UniqueSectionCode					Y	Y			14	NAME FIELD	
E1194	LOCAL-COURSE-CODE	LocalCourseCode	LocalCourseCode									30	STRING	
E1093	SCHOOL-YEAR	SchoolYear	SchoolYearType									9	CODED	C193
E1367	SECTION-TERM	Term	TermType									16	STRING	DC134
E1074	CLASS-PERIOD	ClassPeriodName	ClassPeriodNameType									2	NAMEFIELD	
E1368	LOCATION	Location	ClassroomIdentificationCode									20	STRING	
E1454	CLASSROOM-POSITION	ClassroomPosition	ClassroomPositionType									18	STRING	DC143
E1065	ASSIGNMENT-BEGIN-DATE	BeginDate						Y	Y			8	CODED	
E1066	ASSIGNMENT-END-DATE	EndDate						Y	Y			8	CODED	
E1449	HIGHLY-QUALIFIED-TEACHER	HighlyQualifiedTeacher										5	BOOLEAN	
<b>TeacherSectionAssociationExtension Complex Type</b>														
E1067	CLASS-ROLE	TX-ClassRole	TX-ClassRoleType					Y	Y			2	CODED	C180
E0948	COURSE-SEQUENCE-CODE	TX-CourseSequence	TX-CourseSequenceType					Y	Y			2	CODED	C135

### Description

The TeacherSectionAssociationExtension Complex Type represents a person that is employed by an LEA or other educational unit engaged in student instruction. These persons are instructional-type staff members. In the data model, a teacher entity is a staff member with additional properties.

### Reporting Requirements

The TeacherSectionAssociationExtension Complex Type inherits data elements from the TeacherSectionAssociation Complex Type and contains data elements that are attributes of staff assignments.

Information from the TeacherSectionAssociationExtension Complex Type is used to capture the classroom assignments for classroom teachers only (Role IDs 087 and 047 only). This information is also used to link back to the Section Complex Type in order to identify the classroom information associated with a teacher's respective class assignments. This information is collected in Submission 3 only.

The TeacherSectionAssociationExtension Complex Type is required to be tracked and reported beginning with the last Friday in October of each school year.

1. **Minimum Reporting Standards:** LEAs will be required to report all teachers (Teachers of Record, Assistant Teachers, and Support Teachers) that provide instructional services for a particular class, excluding the Service IDs listed in #4 below. For example, if a teacher rotates through each of the third grade classes providing a reading service to the students, then that teacher would have a "class role" of "support teacher" and would need to be assigned to and reported with each class that he/she provides the instructional reading service.
2. If more than one "Teacher of Record" is assigned to a class during the duration of the class, then all "Teachers of Record" must be reported on a 305 record.
3. LEAs are required to report the actual ASSIGNMENT-BEGIN-DATES and the ASSIGNMENT-END-DATES for all teaches (Teachers of Record, Assistant Teachers, and Support Teachers) associated with a particular class. For example, if a particular section of Algebra I had two different "Teachers of Record" before the class ended, then the actual ASSIGNMENT-BEGIN-DATES and ASSIGNMENT-END-DATES for each teacher's service would be reported on their respective 305 records. This scenario also applies to assistant and support teachers as well.
4. Locally developed courses such as the special education 9XXXXXXX series and the locally developed 8XXXXXXX series courses are not reported through the Classroom Link data reporting. Additionally, the Service IDs that begin with SS, SR, and SA are excluded because these series of Service IDs are not valid for student records.

For teachers that are assigned to teach in a district operated DAEP program, the campus that the teacher is associated with reports the TeacherSectionAssociationExtension Complex Type reflecting the classes the teacher is teaching to DAEP students. If a student is placed in, or expelled to, a DAEP setting, the "teacher(s) of record" for the student will change due to the student being assigned to a new set of courses (Course Section) at the DAEP that are taught by teachers assigned to the DAEP program.

## Business Rules

### TeacherSectionAssociation Complex Type

#### \*\*TeacherReference Complex Type

The TeacherReference Complex Type represents the teacher assigned to the section.

#### \*\* StaffIdentity Complex Type

The StaffIdentity Complex Type provides user information to lookup and link to an existing staff record in the receiving system.

**TX-UNIQUE-STAFF-ID (1524)** is a unique number or alphanumeric code assigned to a staff by a state education agency.

#### \*\*SectionReference Complex Type

The SectionReference Complex Type is the reference to the section the teacher is assigned.

#### \*\*SectionIdentity Complex Type

The SectionIdentity Complex Type represents the attributes used to specify a section

**CAMPUS-ID (E0266)** indicates the unique campus identification number registered with the Texas Education Agency. It is the linking of DISTRICT-ID with the campus identification number associated with the section.

#### \*\*EducationOrgIdentificationCode Complex Type

The EducationOrgIdentificationCode Complex Type is a unique number or alphanumeric code assigned to an education organization by a school, school system, a state, or other agency or entity.

**EDUCATION-ORG-IDENTIFICATION-SYSTEM (E1241)** is a unique number or alphanumeric code assigned to an education organization by a school, school system, a state, or other agency or entity.

**EDUCATION-ORG-ID (E1463)** is a unique number or alphanumeric code assigned to an education organization by a school, school system, a state, or other agency or entity.

**CLASS-ID-NUMBER (E1056)** is a number identifying a unique course section, that is unique for a particular school year, Campus, and SERVICE-ID.

The CLASS-ID-NUMBER and SERVICE-ID must be unique for a particular course section at the campus level and match an entry on the TeacherSectionAssociationExtension Complex Type.

#### **\*\*CourseCode Complex Type**

The code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

**COURSE-IDENTIFICATION-SYSTEM (E1089)** is a system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

**COURSE-CODE-ASSIGNING-ORGANIZATION-CODE (E1511)** is the organization code or name assigning the course code.

**SERVICE-ID (E0724)** refers to the services supplied by staff.

Do not include courses with SERVICE-IDs that begin with SA, SR, SS, 01, 8, or 9.

**LOCAL-COURSE-CODE (E1194)** is the local code assigned by the School that identifies the course offering provided for the instruction of students.

**SCHOOL-YEAR (E1093)** is the identifier for the school year.

**SECTION-TERM (E1367)** is the type of the section during the school year.

**CLASS-PERIOD (E1074)** is the class period identifier that illustrates the time of the school day that a particular class was offered.

**LOCATION (E1368)** is the location, typically a classroom, where the section meets.

**CLASSROOM-POSITION (E1454)** is the type of position the staff member holds in the specific class/section; for example: Teacher of Record, Assistant Teacher, Support Teacher, Substitute Teacher.

**ASSIGNMENT-BEGIN-DATE (E1065)** identifies the first date a teacher was assigned to the class in the current school year.

**ASSIGNMENT-END-DATE (E1066)** identifies the last date a teacher was assigned to the class in the current school year.

**HIGHLY-QUALIFIED-TEACHER (E1449)** is an indication of whether a teacher is classified as highly qualified for his/her assignment according to state definition. This attribute indicates the teacher is highly qualified for this section being taught.

#### **TeacherSectionAssociationExtension Complex Type**

**CLASS-ROLE (E1067)** identifies the role served by a teacher for a class.

CLASS-ROLE identifies the role served by a teacher in a class. The teacher is a "Teacher of Record", "Assistant Teacher", or a "Support Teacher".

**COURSE-SEQUENCE-CODE (E0948)** identifies the unique part(s) of a course when a course is taught during a single grading period or semester or across multiple grading periods or semesters.

The COURSE-SEQUENCE-CODE identifies how the course was taught to the student during the school year, or in the summer.

#### **Special Reporting Requirements**

Currently, there are no special reporting requirements.

**Data Sample(s)**

[PEIMS - Teacher Section Association](#)