2017-2018
Texas Education Data Standards
(TEDS)

Section 2.3
Staff Category
Data Submission Requirements

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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.

InterchangeStaffAssociationExtension

30040 - StaffExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
Staff Complex Type																
**	Reference Type	id		Y	Y										STRING	
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStateId	UniqueStateIdentifier	Y	Y	Y	Y			Y	Y			10	NUMERIC	
**	Complex Type	StaffIdentificationCode	StaffIdentificationCode	Y	Y	Y	Y			Y	Y			9	NUMERIC	
E1088	STAFF-IDENTIFICATION-SYSTEM	IdentificationSystem	StaffIdentificationSystemType	Y	Y	Y	Y			Y	Y			24	CODED	C191
E1087	STAFF-ASSIGNING-ORGANIZATION-CODE	AssigningOrganizationCode	IdentificationCode	Y										60	STRING	
E0505	STAFF-ID	ID	IdentificationCode	Y	Y	Y	Y			Y	Y			9	NUMERIC	
**	Complex Type	Name	Name	Y	Y	Y	Y			Y	Y					
E1301	*VERIFICATION*	*Verification*	*PersonalInformationVerificationType*													
E1302	*PERSONAL-TITLE-PREFIX*	*PersonalTitlePrefix*	*PersonalTitlePrefixType*													
E0703	FIRST-NAME	FirstName	FirstName	Y	Y	Y	Y			Y	Y			75	NAMEFIELD	
E0704	MIDDLE-NAME	MiddleName	MiddleName	Y		Y				Y				75	NAMEFIELD	
E0705	LAST-NAME	LastSurname	LastSurname	Y	Y	Y	Y			Y	Y			75	NAMEFIELD	
E1303	GENERATION-CODE-SUFFIX	GenerationCodeSuffix	GenerationCodeSuffixType	Y										4	STRING	C012
E1304	*MAIDEN-NAME*	*MaidenName*	*LastSurname*													
***	*Complex Type*	*OtherName*	*OtherName*													
E1325	SEX	Sex	SexType	Y	Y									6	STRING	DC119
E0006	DATE-OF-BIRTH	BirthDate		Y		Y	Y			Y	Y			10	CODED	
**	Complex Type	Address	Address	Y												
E1113	ADDRESS-TYPE	AddressType	AddressType	Y	Y									9	STRING	DC006
E1114	STREET-NUMBER-NAME	StreetNumberName	StreetNumberName	Y	Y									40	STRING	
E1115	APARTMENT-ROOM-SUITE-NUMBER	ApartmentRoomSuiteNumber	ApartmentRoomSuiteNumber	Y										20	STRING	
E1116	BUILDING-SITE-NUMBER	BuildingSiteNumber	BuildingSiteNumber	Y										20	STRING	
E1117	CITY	City	City	Y	Y									30	STRING	
E1118	STATE-ABBREVIATION	StateAbbreviation	StateAbbreviationType	Y	Y									2	STRING	DC124

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
E1119	POSTAL-CODE	PostalCode	PostalCode	Y	Y									17	CODED	
E1120	NAME-OF-COUNTY	NameOfCounty	NameOfCounty	Y										30	STRING	
E1121	*COUNTY-FIPS-CODE*	*CountyFIPSCode*	*CountyFIPSCode*													
E1122	COUNTRY-CODE	CountryCode	CountryCodeType	Y										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	Y												
E1455	TELEPHONE-NUMBER-TYPE	TelephoneNumberType	TelephoneNumberType	Y	Y									11	STRING	DC133
E1456	PRIMARY-TELEPHONE-NUMBER-INDICATOR	PrimaryTelephoneNumberIndicaor		Y										5	BOOLEAN	
E1269	TELEPHONE-NUMBER	TelephoneNumber	TelephoneNumber	Y	Y									14	NUMERIC	
**	Complex Type	ElectronicMail	ElectronicMail	Y												
E1242	EMAIL-ADDRESS-TYPE	EmailAddressType	ElectronicMailAddressType	Y	Y									13	STRING	DC057
E1243	EMAIL-ADDRESS	EmailAddress	ElectronicMailAddress	Y	Y									128	STRING	
E1375	HISPANIC-LATINO-ETHNICITY	HispanicLatinoEthnicity		Y	Y									5	BOOLEAN	
E1462	ETHNICITY	OldEthnicity	OldEthnicityType	Y										33	STRING	DC149
**	Complex Type	Race	RaceType	Y	Y											
E1343	RACIAL-CATEGORY	RacialCategory	RaceItemType	Y	Y									34	STRING	DC097
E1460	HIGHEST-LEVEL-OF-EDUCATION-COMPLETED	HighestLevelOfEducationCompleted	LevelOfEducationType	Y	Y									10	STRING	DC077
E1376	YEARS-OF-PRIOR-PROFESSIONAL-EXPERIENCE	YearsOfPriorProfessionalExperience		Y	Y									2	NUMERIC	
E1377	YEARS-OF-PRIOR-TEACHING-EXPERIENCE	YearsOfPriorTeachingExperience		Y										2	NUMERIC	
**	Complex Type	Credentials	Credential	Y												
E1203	CREDENTIAL-TYPE	CredentialType	CredentialType	Y	Y									13	STRING	DC043
**	Complex Type	CredentialField	CredentialFieldDescriptorType	Y	Y											

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
E1489	CREDENTIAL-FIELD-DESCRIPTOR-DESCRIPTION	Description	Description	Y	Y									1024	STRING	
E1205	CERTIFICATION-GRADE-LEVEL	Level	LevelType	Y	Y									29	STRING	DC078
E1206	TEACHING-CREDENTIAL-TYPE	TeachingCredentialType	TeachingCredentialType	Y	Y									30	STRING	DC131
E1207	CREDENTIAL-ISSUANCE-DATE	CredentialIssuanceDate		Y	Y									10	CODED	
E1208	CREDENTIAL-EXPIRATION-DATE	CredentialExpirationDate		Y										10	CODED	
E1209	TEACHING-CREDENTIAL-BASIS	TeachingCredentialBasis	TeachingCredentialBasisType	Y										53	STRING	DC130
N/A	NOT USED BY TEA	LoginId	IdentificationCode													
StaffExtension Complex Type																
**	Reference Complex Type	TX-LEAReference	EducationalOrgReferenceType	Y	Y	Y	Y			Y	Y			6	CODED	
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y	Y	Y			Y	Y					
E0212	DISTRICT-ID	StateOrganizationId	IdentificationCode	Y	Y	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-ALASKA-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

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
E0730	HIGHEST-DEGREE-LEVEL-CODE	TX-HighestDegreeLevel	TX-HighestDegreeLevelType			Y	Y			Y	Y			2	CODED	C015
E0161	YEARS-EXPERIENCE-IN-DISTRICT	TX-YearsExperienceInDistrict	TX-NumberOfYearsExp			Y	Y			Y	Y			2	NUMERIC	
E0130	TOTAL-YEARS-PROF-EXPERIENCE	TX-TotalYearsOfProfessionalExperience	TX-NumberOfYearsExp			Y	Y			Y	Y			2	NUMERIC	
E1581	PK-TEACHER-REQUIREMENT	TX-PKTeacherRequirement	TX-PKTeacherRequirement							Y				2	CODED	C207

Description
The StaffExtension 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. All school staff who are LEA employees, professionals providing contracted services, or are volunteers providing professional services, must be reported with the StaffExtension Complex Type.

The classification of all staff falls into three main categories; professional, paraprofessional, and auxiliary.

If an LEA uses the services of student employees, such as cafeteria workers, office workers, etc. and if these students are on the district payroll and are subject to withholding taxes and Teacher Retirement System contributions, then these students, must be reported as LEA staff.

Staff Reported with ROLE-ID from C021 Code Table:

Professional Staff
Professional staff includes all teachers, administrators, certified personnel, and others working in a professional capacity in the district. 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 non-professional category (with such staff as clerks, bus drivers, food service workers, secretaries, etc.).The classification of professional staff is generally based on two criteria. First, is the person performing a function described by one of the Role-IDs in code table C021, and second does the LEA classify the person to be serving in a professional capacity. If an LEA considers a staff person to be a professional, then the person must be reported with a Role ID from code table C021.

Substitute teachers are not reported as school staff unless they are considered long-term substitutes. If a teacher has quit, died, or been terminated from employment, and the district has not hired a permanent replacement, then the staff data are required for the long-term substitute who is working on the PEIMS as-of date.

Contracted Professional Staff
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 and are reported with an appropriate Role ID from code table C021. This includes both instructional and non-instructional contracted professional staff.

Professional Volunteer Staff
Volunteer staff serving the district in a professional capacity are reported with a Role ID from code table C021.

Para-professionals
Para-professionals are limited to two particular services; Educational Aides (Role ID 033) and Certified Interpreters (Role ID 036). Paraprofessional staff are not included in the auxiliary category.

Staff Reported with AUXILIARY-ROLE-ID from C213 Code Table:

Auxiliary Non-Professional Staff
Auxiliary non-professional staff include all other persons serving the LEA as an employee that do not have a specific ROLE-ID. Do not report contracted auxiliary non-professional staff.

The identification of a person as auxiliary non-professional 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.

Auxiliary non-professional 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 ID code, including Role IDs 113 and 114 from code table C021. These staff members will be reported with an AUXILIARY-ROLE-ID (E1594) under the StaffEducationOrgEmploymentAssociationExtension.

Auxiliary non-professional staff does not include those employees considered to be professional-level staff in the district. Possible examples of auxiliary professional staff are computer programmers, computer operators, bookkeepers, executive assistants to administrators, or any other professional-level staff who have identifiable roles.

Staff Not Reported:

Non-Professional Volunteer Staff
Volunteer staff are only reported if the volunteer is serving the district in a professional capacity. Professional volunteer staff will be reported with a Role ID from code table C021. All other volunteer staff are not reported through the TSDS system as school staff.

The StaffExtension Complex Type is reported for the following submissions:

Submission 1
Staff serving an LEA as of the "PEIMS fall snapshot date" (the last Friday in October) are reported:

- Staff who are employed (on the payroll) as of the fall snapshot date,
- Volunteers providing a professional service as of the fall snapshot date.
- Contracted professionals serving the LEA 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.
- Short term substitute teachers, although they may be included on the local payroll.
- Volunteers who are not providing a professional service.

Submission 3
Only classroom instructional staff are reported:

- Staff with ROLE-ID 087 (Teacher)

- Staff with ROLE-ID 047 (Long-term Substitute Teacher)
- Staff with ROLE-ID 033 (Educational Aide assigned to a Prekindergarten Course Section), used for ECDS only, not PEIMS

Staff who do **not** meet the conditions above are **not** reported in submission 3.

Each person reported through the 30040 - StaffExtension Complex Type is required to have a value reported for either the Auxiliary Role ID in the 30050 - StaffEducationOrgEmploymentAssociationExtension Complex Type or/and the Role ID in the 30090 - StaffResponsibilitiesExtension Complex Type.

The reporting of the correct Role ID and Auxiliary Role ID for each staff person reported through the StaffExtension Complex Type is controlled by the Object Codes reported on the 30060 – PayrollExtension Complex Type. It is possible for a single staff person to have both an Auxiliary Role ID and a Role ID if the person is paid as a professional and a support person evidenced by multiple payroll entries.

When to Report ROLE-ID or/and AUXILIARY-ROLE-ID

Object Code from Payroll Data for Staff Person	**Role ID**	**Role ID Reported?**	**Auxiliary Role ID Reported?**
6119 - Salaries Or Wages-Teachers And Other Professional Personnel	any from C021	Yes	No
6129 - Salaries Or Wages For Support Personnel	paraprofessional 033 or 036	Yes	No
6129 - Salaries Or Wages For Support Personnel	any from C213	No	Yes
Any combination of: 6119 - Salaries Or Wages-Teachers And Other Professional Personnel AND 6129 - Salaries Or Wages For Support Personnel	any from C021 AND paraprofessional 033 or 036	Yes	No
Any combination of: 6119 - Salaries Or Wages-Teachers And Other Professional Personnel AND 6129 - Salaries Or Wages For Support Personnel	any from C021 AND any from C213	Yes	Yes
Staff Type Code	**Role ID**	**Role ID Reported?**	**Auxiliary Role ID Reported?**
3 - Contracted Professional Staff (Instructional and Non-Instructional with ROLE-ID in C021 code table)	Any from C021	Yes	No

Submission 1 - The following table provides guidance on the reported complex types for the various categories of staff:

	Employee STAFF-TYPE-CODE: 1				Contracted Professional Staff STAFF-TYPE-CODE: 3	
Category Code - Complex Type	Auxiliary Staff	Professional and Paraprofessional Staff	Long-term Substitute Teachers	Volunteers in a Professional role	Contracted Classroom Teacher	Contracted Professional Non-classroom
30040 – StaffExtension	Yes	Yes	Yes	Yes	Yes	Yes
30050 – StaffEducationOrgEmploymentAssociationExtension	Yes	Yes	Yes	Yes	Yes	Yes
30060 – PayrollExtension	Yes	Yes	Yes	Yes	No	No
30090 – StaffResponsibilitiesExtension	No	Yes	Yes	Yes	Yes	Yes
30055 – ContractedInstructionalStaffFTEExtension	No	No	No	No	Yes	No

Submission 3 - The following table provides guidance on the reported complex types for the staff reported.

	Employee STAFF-TYPE-CODE: 1				Contracted Professional Staff STAFF-TYPE-CODE: 3	
Category Code - Complex Type	Auxiliary Staff	Professional and Paraprofessional Staff (ROLE-ID 087 and 033**)	Long-term Substitute Teachers (ROLE-ID 047)	Volunteer Teachers	Contracted Classroom Teacher	Contracted Professional Non-classroom
30040 – StaffExtension	No	Yes	Yes	Yes	Yes	No
30050 – StaffEducationOrgEmploymentAssociationExtension	No	Yes	Yes	Yes	Yes	No
30305 – TeacherSectionAssociationExtension	No	Yes	Yes	Yes	Yes	No

** Role-ID 033 data extracted for ECDS only. This data will not be promoted to the PEIMS Data Mart (PDM).

Special Reporting Requirements
Currently, there are no special reporting requirements.

Business Rules

Staff Complex Type

TX-UNIQUE-STAFF-ID (E1524) 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. 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. Persons employed as staff in an LEA cannot be reported with an alternative identification number (S Number) as is allowed for students.

****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 the10-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."

See Appendix F of the Texas Education 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.

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

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

****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-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

****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 look up 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.

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-ALASKA-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 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 Texas Education 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.

The USDE requires that ethnicity and race be collected separately using a specific two-part question, presented in a specific order. Both parts of the question must be answered.

Part 1. Ethnicity: Is the person Hispanic/Latino? Choose only one.

_____Hispanic/Latino

_____Not Hispanic/Latino

Part 2. Race: What is the person's race? Choose one or more regardless of ethnicity.

_____a. American Indian or Alaska Native

_____b. Asian

_____c. Black or African American

_____d. Native Hawaiian/Other Pacific Islander

_____e. White

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

person (instructional or non-instructional).

All staff working at a public school must be reported to the TEA in Submission 1.

For Submission 3, all classroom teachers must be reported.

Depending on the staff that must be reported for a particular collection, each staff person will be classified as one of the following two staff types:

Staff Type Code

Code	Translation
1	School District or Charter School Employee
3	Contracted Professional Staff (Instructional and non-Instructional)

HIGHEST-DEGREE-LEVEL-CODE (E0730) identifies the highest post-secondary degree a person has earned from an institution recognized as accredited by the Agency.

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.

PK-TEACHER-REQUIREMENT (E1581) Each teacher for a prekindergarten program class must be certified under Subchapter B, Chapter 21; and have one of the additional qualifications found in the C207 code table.

For the PK-TEACHER-REQUIREMENT, the data element is loaded to the TSDS Operational Data Store (ODS) using a TSDS complex that is also used for reporting PEIMS data in the PEIMS Data Mart (PDM). However, this data is not extracted to the PDM and is therefore not PEIMS data in Submission 3.

Example(s)

Jessica Mae Teacher is a teacher at Learning ISD (987654). She is an employee with a Bachelor's degree, 19 years of experience at Learning ISD and 30 total years of professional teaching experience.

Element Name	Response	Explanation
TX-UNIQUE-STAFF-ID	9990001140	TX-UNIQUE-STAFF-ID is a unique number assigned to a Jessica Mae Teacher.
STAFF-IDENTIFICATION-SYSTEM	SSN	The type of identification code used for Jessica Mae Teacher.
STAFF-ID	999887777	Jessica's Social Security Number.
FIRST-NAME	Jessica	
MIDDLE-NAME	Mae	The middle name may be blank if the staff person does not have a middle name.
LAST-NAME	Teacher	
DATE-OF-BIRTH	1955-09-03	The date of birth should be formatted yyyy-mm-dd.
DISTRICT-ID	987654	Indicates the district number for which the staff member is being reported with.

Element Name	Response	Explanation
GENERATION-CODE		This field may be left blank if the staff member does not have a generation code (i.e. Jr., Sr.)
SEX-CODE	F	
HISPANIC-LATINO-CODE	0	
AMERICAN-INDIAN-ALASKA-NATIVE-CODE	0	
ASIAN-CODE	0	
BLACK-AFRICAN-AMERICAN-CODE	0	
NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE	0	
WHITE-CODE	1	
STAFF-TYPE-CODE	1	Jessica Mae Teacher is a school district employee so is identified as a “1”. See C181 for more detail.
HIGHEST-DEGREE-LEVEL-CODE	1	Jessica Mae Teacher has a Bachelor’s degree so is identified with a “1”. See C015 for more details.
YEARS-EXPERIENCE-IN-DISTRICT	19	Jessica Mae Teacher has been teaching for 19 years with the district.
TOTAL-YEARS-PROF-EXPERIENCE	30	Jessica Mae Teacher has 30 years of professional teaching experience.
PK-TEACHER-REQUIREMENT		Jessica Mae Teacher does not teach pre-kindergarten so this field will be blank.

Data Sample(s)
See Section 7 for XML Data Samples

30050 - StaffEducationOrgEmploymentAssociationExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
StaffEducationOrgEmploymentAssociation Complex Type																
**	Reference Complex Type	StaffReference	StaffReferenceType	Y	Y	Y	Y			Y	Y					
**	Complex Type	StaffIdentity	StaffIdentityType	Y	Y	Y	Y			Y	Y			9	NUMERIC	
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStateId	UniqueStateIdentifier	Y	Y	Y	Y			Y	Y			10	NUMERIC	
**	Reference Complex Type	EducationOrganizationReference	EducationalOrgReferenceType	Y	Y	Y	Y			Y	Y			6	CODED	
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y	Y	Y			Y	Y					
E0212	DISTRICT-ID	StateOrganizationId	IdentificationCode	Y	Y	Y	Y			Y	Y			6	CODED	
E1383	EMPLOYMENT-STATUS	EmploymentStatus	EmploymentStatusType	Y	Y									52	STRING	DC058
**	Complex Type	EmploymentPeriod	EmploymentPeriod	Y	Y											
E1244	HIRE-DATE	HireDate		Y	Y									10	CODED	
E1245	EMPLOYMENT-END-DATE	EndDate		Y										10	CODED	
E1246	SEPARATION	Separation	SeparationType	Y										22	STRING	DC118
E1247	SEPARATION-REASON	SeparationReason	SeparationReasonType	Y										48	STRING	DC117
E1384	DEPARTMENT	Department	Department	Y										3	CODED	
E1385	FULL-TIME-EQUIVALENCY	FullTimeEquivalency	percent	Y										6	NUMERIC	
StaffEducationOrgEmploymentAssociationExtension Complex Type																
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	
E1594	AUXILIARY-ROLE-ID	TX-AuxiliaryRoleID	TX-AuxiliaryRoleID			Y								3	CODED	C213

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.

For the Dashboards, StaffEducationOrgEmploymentAssociationExtension must be submitted with the StaffExtension

Complex Type.

The StaffEducationOrgEmploymentAssociationExtension Complex Type is submitted for all staff in Submission 1 and selected staff in Submission 3 and ECDS.

Submission 1:
All staff who are reported on StaffExtension, regardless of ROLE-ID, are required to also be reported with staff employment payroll summary data on the StaffEducationOrgEmploymentAssociationExtension complex type.

Submission 3:
Only staff with ROLE-IDs 047 and 087 are required to be submitted in Submission 3.

Early Childhood Data System (ECDS):
Only staff with ROLE-IDs 047 (Long-term Substitute), 087 (Classroom Teacher), and 033 (Educational Aide) are to be submitted in ECDS data submission.

Special Reporting Requirements
If a LEA has contracted out all or part of a campus operation to a third-party vendor, the LEA is still required to report the teacher's (Role ID 087 and 047) individual employment information through the StaffEducationOrgEmploymentAssociationExtension. Even though the teachers are contracted through a third-party vendor, the teachers are teaching at a campus in the LEA and must be reported so that the information can be included in the staff full-time equivalent (FTE) calculations for the Academic Excellence Indicator System and the Student Assessment Data Portal as required by law. It would not be appropriate to omit a contracted teacher who is teaching at a campus in the LEA from the staff data reporting.

All staff employed by the ESC or LEA must be reported with a StaffEducationOrgEmploymentAssociationExtension. This includes those substitute teachers who are replacing teachers who have quit, died, or been fired and have not yet been permanently replaced. LEAs are generally not required to report substitute teachers who work only on an "as needed" basis as these persons do not have a regular work schedule with a predictable NUMBER-DAYS-EMPLOYED or PERCENT-DAY-EMPLOYED.

NUMBER-DAYS-EMPLOYED and PERCENT-DAY-EMPLOYED are reported as it was planned for the school year as of the fall snapshot date. If a staff person's situation changes after the fall snapshot date, report that person only as they were employed on the fall snapshot date (i.e. if changing from full time to part time after the snapshot date, report them as full time). 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.

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 look up and link to an existing staff record in the receiving system.

TX-UNIQUE-STAFF-ID (E1524) is a unique number or alphanumeric code assigned to a staff by a state education agency.

****EducationOrganizationReference**
The EducationOrganizationReference Complex Type represents the organization with which the staff is employed.

****EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to look up 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 (ex. 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 sub-organization 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.

Staff Payroll Calculated Values

Full Time Equivalents (FTEs) are calculated in the following manner:

If NUMBER-DAYS-EMPLOYED is greater than or equal to 187 then FTE = PERCENT-DAY-EMPLOYED divided by 100.

If NUMBER-DAYS-EMPLOYED is less than 187, then FTE =

$$\frac{\text{(PERCENT-DAY-EMPLOYED divided by 100) X (NUMBER-DAYS-EMPLOYED)}}{187}$$

Base Salary is the total of all PAYROLL-AMOUNTs where PAYROLL-ACTIVITY-CODE is 80.
FTE Salary is Base Salary divided by FTE.

AUXILIARY-ROLE-ID (E1594) Identifies the capacity in which a non-exempt auxiliary employee serves.

The Auxiliary Role ID is reported for all LEA employees who serve the LEA in a non-professional or non-para-professional role. These persons reported with an Auxiliary Role ID are reported with base pay associated with Object Code 6129. It is possible some professional staff will also be reported with an Auxiliary Role ID. An example would be a Classroom Teacher (Role ID 087) that also drives a bus route for the school. This person would have at least two payroll accounting entries; one with Object Code 6119 and one with Object Code 6129.

There is some duplication between the ROLE-ID (C021) and the AUXILIARY-ROLE-ID (C213) therefore it is the district's discretion to determine if the staff person is employed in a professional capacity or non-professional capacity.

For additional guidance on reporting ROLE-ID and/or AUXILIARY-ROLE-ID for staff, please see "When to Report ROLE-ID or/and AUXILIARY-ROLE-ID" table located under the StaffExtension Complex for more details.

Example(s)

Bob Smith works at Leaning ISD (987654) as a full-time employee hired to work 186 days a year.

Element Name	Response	Explanation
TX-UNIQUE-STAFF-ID	8877665544	TX-UNIQUE-STAFF-ID is a unique number assigned to a Bob Smith.
DISTRICT-ID	987654	Indicates the district number for which the staff member is being reported with.
PERCENT-DAY-EMPLOYED	100	Bob Smith works full-time and is reported as such.
NUMBER-DAYS-EMPLOYED	186	Bob Smith is scheduled to work 186 days within the school year.

Suzy Jones works at Learning ISD (987654) in a non-professional role of Child Nutritionist. She is a full-time employee hired to work 186 days a year.

Element Name	Response	Explanation
TX-UNIQUE-STAFF-ID	8877665555	TX-UNIQUE-STAFF-ID is a unique number assigned to a Suzy Jones.
DISTRICT-ID	987654	Indicates the district number for which the staff member is being reported with.
PERCENT-DAY-EMPLOYED	100	Suzy Jones works full-time and is reported as such.
NUMBER-DAYS-EMPLOYED	186	Suzy Jones is scheduled to work 186 days within the school year.
AUXILIARY-ROLE-ID	204	Indicates the non-exempt auxiliary role of the employee. This employee is identified under Child Nutrition.

Data Sample(s)
See Section 7 for XML Data Samples

30305 - StaffEducationOrgAssignmentAssociationExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
StaffEducationOrgAssignmentAssociation Complex Type																
**	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										9	CODED	
E0212	DISTRICT-ID	StateOrganizationId	IdentificationCode	Y										6	CODED	
E1310	STAFF-CLASSIFICATION	StaffClassification	StaffClassificationType	Y	Y									35	STRING	DC122
E1311	POSITION-TITLE	PositionTitle	PositionTitle	Y	Y									45	STRING	
E1381	POSITION-BEGIN-DATE	BeginDate		Y	Y									10	CODED	
E1382	POSITION-END-DATE	EndDate		Y										10	CODED	

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.

Special Reporting Requirements
Currently, there are no special 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 look up and link to an existing staff record in the receiving system.

TX-UNIQUE-STAFF-ID (E1524) is a unique number or alphanumeric code assigned to a staff by a state education agency.

****EducationOrganizationReference**

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

****EducationalOrgIdentity Complex Type**
The EducationalOrgIdentity Complex Type provides user information to look up 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.

Example(s)
None

Data Sample(s)
See Section 7 for XML Data Samples

30310 - StaffProgramAssociation Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
**	*Reference Complex Type*	*StaffReference*	*StaffReferenceType*													
**	*Reference Complex Type*	*ProgramReference*	*ProgramReferenceType*													
E1485	*STAFF-PROGRAM-BEGIN-DATE*	*BeginDate*														
E1492	*STAFF-PROGRAM-END-DATE*	*EndDate*														
E1380	*STUDENT-RECORD-ACCESS*	*StudentRecordAccess*														

Description
The StaffProgramAssociation Complex Type represents an open staff position that is seeking to be filled by an education organization.

Reporting Requirements
Currently, there are no reporting requirements.

Special Reporting Requirements
Currently, there are no special reporting requirements.

Business Rules
Currently, there are no business rules.

Example(s)
Not Applicable

Data Sample(s)
Not Applicable

30090 - StaffResponsibilitiesExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	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-ServiceId	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 StaffResponsibilitiesExtension Complex Type inherits data elements from the StaffEducationOrgAssignmentAssociation Complex Type and contains data elements that are attributes of staff assignments.

StaffResponsibilitiesExtension 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.

Staff responsibilities that occur before or after the normal school day for events where students do not receive credit are not reported (this includes but is not limited to sports practice, band practice, UIL clubs and practices). Staff responsibilities for courses taken for credit (including but not limited to zero hour courses) and Adult Basic Ed classes are considered part of the normal school day for StaffResponsibilitiesExtension Complex Type reporting purposes. Therefore, courses that are offered to students before or after school for course credit must be reported with a StaffResponsibilitiesExtension Complex Type.

If an instructional professional performs more than one service in the same classroom setting, then each of those services are reported on an individual StaffResponsibilitiesExtension Complex Type. For example, there are not enough French foreign language students (French I, French II, and French III) to make up separate classes. If these classes are combined in the same classroom at the same time, then StaffResponsibilitiesExtension Complex Type will be reported for each SERVICE-ID (French I, French II, and French III).

The StaffResponsibilitiesExtension Complex Type is reported for the four weeks in October that include the “PEIMS fall snapshot date”, the last Friday in October. This is true for all professionals that were employed on the “PEIMS fall snapshot date”. The data elements that must be reported for each ROLE-ID are specified in the Staff Responsibility field validation rules.

Physical education, fine arts, and special education classes on elementary campuses may be reported using only one record or may be reported section by section, if desired.

If a district employs nine-week semesters (sometimes referred to as accelerated block schedules), report the data on the current semester only.

Because of legislative requirements for class size reporting, districts are to report staff responsibility data at the lowest level possible. When the SERVICE-IDs for elementary courses are used for reporting the staff responsibility record on an elementary, junior high, middle school, or combined elementary/secondary campus, each section must be reported as a separate record.

Detailed schedules are not reported for Instructional Educational Aides (ROLE-ID 033) and certified interpreters (ROLE-ID 036). Instead, a StaffResponsibilitiesExtension Complex Type is submitted showing the total monthly minutes the staff person serves in that role. Generic aide and interpreter SERVICE-IDs are available for the record. NUMBER-STUDENTS-IN-CLASS should be reported as 0 for these roles. The number of students in the class should be reported on the teacher-of-record.

The High School Equivalency Program (HSEP) is reported with service id SR000008. The POPULATION-SERVED-CODE is usually 01-Regular, unless the district is using compensatory funds for this program.

Each LEA must report a staff person identified as ROLE-ID 027 - Superintendent/Chief Administrative Officer/Chief Executive Officer/President. If an Assistant Superintendent or other administrative professional is serving as the superintendent due to the superintendent position being vacant, that person should be reported as the superintendent. This may result in that person having two different ROLE-IDs in the staff responsibility reporting.

All persons serving in professional roles in a LEA must be reported in Submission 1 with the appropriate ROLE-ID. For example, persons serving as teachers in the classroom on a campus must be reported with ROLE-ID 087 regardless of their employment arrangement with the LEA. It is necessary for each LEA to report all persons providing professional services to a LEA in order for TEA to compute and report the staff FTE data for the LEA.

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.

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 look up 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 look up and link to an existing staff record in the receiving system.

TX-UNIQUE-STAFF-ID (E1524) 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 look up 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.

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

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

If a professional 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. It is possible that some professional and para-professional staff will also be reported with an Auxiliary Role ID on the StaffEducationOrgEmploymentAssociationExtension Complex Type. This is only true if the person is providing both professional/para-professional and non-professional auxiliary services. An example includes a classroom teacher who also drives a school bus route. There are some Role IDs on code table C021 that are either similar or identical to the Auxiliary Role IDs on code table C213. For these similar or identical roles, be sure that you are selecting only the roles that are applicable to the StaffResponsibilitiesExtension Complex Type.

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.

For further ROLE-ID guidance, see the following charts below:

When to Report ROLE-ID or/and AUXILIARY-ROLE-ID
Chart A: Coding for Substitute and Absent Regular Staff
Chart D: ROLE-ID vs. SERVICE-ID Matrix

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.

If the SERVICE-ID listed in Code Table C022 ends in XXX, then any value will be allowed in character positions 6-8. The values in character positions 6-8 will be changed to XXX at TEA during data loading.

For elementary classes, districts have the option of using either the generic elementary Service IDs (02010000 - Grade 1, 02020000 - Grade 2, 02030000 - Grade 3, 02040000 - Grade 4, 02050000 - Grade 5, 02060000 - Grade 6) for the core curriculum or the subject specific Service IDs in the student and teacher scheduling system(s). However, the district should make the decision to report these elementary Service IDs based upon what the students will be reported with on Course Completion data in the summer submission. A school will not be able to report teachers using one method and students with the other as the data will not pass the fatal validation rules in the summer submission for the Classroom Link data reporting.

SERVICE-ID 02000000, Elementary, Grades 1-6, should be used only when a teacher is serving multi-grade or ungraded student populations, typically in a pullout program. It is not used for those situations where a district assigns a teacher two contiguous grades of students because neither grade has enough students to allow for a single classroom. Such teachers would have two StaffResponsibilitiesExtension complex types with different SERVICE-IDs and different CLASS-ID-NUMBERs.

SERVICE-ID SR000007, Unassigned professional instructional duty, is used only in two situations. See Chart A: Coding for Substitute and Absent Regular Staff.

For further SERVICE-ID guidance, see the following charts below:

Chart B: Local-Credit Courses
Chart C: P.E. and P.E. Equivalent Courses
Chart D: ROLE-ID vs. SERVICE-ID Matrix

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 INTRUCTIONAL-SETTING-CODE previously reported on the staff responsibility record. Class size is computed on regular classes.

CLASS-TYPE-CODE	Description
01 Regular	• All settings not mentioned below including regular classroom, laboratory or shop settings
02 Non- regular	All other settings • In-School Suspension • School-Community Guidance Center • Disciplinary Alternative Education School Program • Televised Instruction • Non-disciplinary Alternative Education • Special Education • Residential Care and Treatment Facility

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.

Example(s)

Chart A: Coding for Substitute and Absent Regular Staff

Type of Staff	See Example	Example	Report on the StaffResponsibilitiesExtension Complex Type		
			Role	**Service**	**Students**
Substitute	4	Typical type of substitute: hired on a daily basis to substitute teach but is not on the regular district payroll.	Is not reported through PEIMS.	Is not reported through PEIMS.	
	4	"Floating Substitute" Professional district employee who is hired on a **long-term basis** to substitute as needed in whatever classroom falls vacant on a given day due to a teacher calling in sick or taking a personal leave day.	047	SR000007	0
	4	Substitute for classroom staff **not returning** to classroom. Teaching position has become vacant through death, resignation or termination.	047	Appropriate service id for the class	Number of students
Classroom staff out on the "as-of-date"	4	Classroom staff **still** on the district payroll who are out on a sabbatical, a suspension, or for an extended illness and whose classroom duties **have been permanently reassigned.**	Appropriate role	SR000007	0
Classroom staff that will be returning to the classroom	4	Classroom staff on sick leave, pregnancy or family medical emergency leave whose duties are **temporarily assigned** to a substitute. The substitute is not reported.	Appropriate role	Appropriate service for class	Number of students

The typical type of substitute teacher where a person is hired on a daily basis to substitute teach but is not on the regular district payroll is not reported through PEIMS.

Chart B: Local-Credit Courses

	Local Credit Course?	Credit toward graduation?	Service ID	8 digit Service ID
Non-special education courses. All students (both special education and non-special education) may participate.	Yes	No	Service IDs are included in C022 for each subject area and grade level.	Each Service ID begins with an "8".
A standard course with a service id in C022 that has been modified for a student receiving special education as a result of an admission, review, and dismissal (ARD) committee's decision	No	Depends on requirements in IEP. See Academic Achievement Record (AAR) for coding.	Standard Service ID	

Chart C: P.E. and P.E. Equivalent Courses

Duties	Students Receiving PE or PE Equivalent Credit?	Role	Service ID
Teaching duties	Yes, PE Credit (If appropriate knowledge and skills are taught)	087	Appropriate Service-ID
Teaching duties	Yes, PE Equivalent Credit	087	PES00000 - PES00014 PES00052 - PES00055

Chart D: ROLE-ID vs. SERVICE-ID Matrix

ROLE	ROLE NAME	ERROR TYPE	APPROPRIATE SERVICE-IDs	INVALID SERVICE-IDs	FUNCTION
TEACHERS					
087	Teacher	Fatal	ALL (EXCEPT INVALID)	SS001000-SS010000, SS012000-SS019000, SAXXXXXX	11, 13
047	Substitute Teacher	Fatal	ALL (EXCEPT INVALID)	SS001000-SS010000, SS012000-SS019000, SAXXXXXX	11, 13
EDUCATIONAL AIDES/INTERPRETERS					
033	Educational Aide	Fatal	SA000003	All except SA000003	11, 12
036	Certified Interpreter	Fatal	SA000004	All except SA000004	11
PROFESSIONAL SUPPORT					
002	Art Therapist	Warning	SE000001, SE000005, SE000006		11
005	Psychological Associate	Warning	SE000001, SS007000-SS009000		31
006	Audiologist	Warning	SE000001-SE000003, SE000006		31
007	Corrective Therapist	Warning	SE000001		11
008	Counselor	Fatal	SS007000		31
011	Educational Diagnostician	Warning	SE000001		31
013	Librarian	Fatal	SS002000		12
015	Music Therapist	Warning	SE000001, SE000005, SE000006		11
016	Occupational Therapist	Warning	SE000001		11
017	Certified Orientation and Mobility Specialist (COMS)	Warning	SE000001, SE000004-SE000006		11
018	Physical Therapist	Warning	SE000001, SE000004-SE000006		11
019	Physician	Fatal	SS009000		33

ROLE	ROLE NAME	ERROR TYPE	APPROPRIATE SERVICE-IDs	INVALID SERVICE-IDs	FUNCTION
021	Recreation Therapist	Warning	SE000001, SE000004-SE000006		11
022	School Nurse	Fatal	SS009000		33
023	Psychologist/Licensed Specialist In School Psychology (LSSP)	Warning	SE000001, SS007000-SS009000		31
024	Social Worker	Fatal	SS008000		32
026	Speech Therapist/ Speech Language Pathologist	Fatal	SE000002-SE000003		11
030	Truant Officer/ Visiting Teacher	Fatal	SS020000		32
032	Work Based Learning Site Coordinator	Warning	ALL (EXCEPT INVALID)	SAXXXXXX, SSXXXXXX, SE000002-SE000006	11
041	Teacher Facilitator	Warning	SS001XXX, SS002000, SS004XXX, SS005XXX		21
042	Teacher Appraiser	Warning	SS001000-SS001003, SS005000		23
054	Department Head	Fatal	SS002000, SS004000-SS006000		13, 21
056	Athletic Trainer	Fatal	SS011000		36
100	Instructional Materials Coordinator	Warning	SS013000		11, 12, 23, 41
101	Legal Services	Warning	SS013000		41
102	Communications Professional	Warning	SS006000, SS019000		11, 12, 13
103	Research/Evaluation Professional	Warning	SS004XXX, SS013000		11, 13, 31, 41
104	Internal Auditor	Warning	SS013000		41
105	Security	Warning	SS020000, SS021000		52, 53
106	District/Campus Information Technology Professional	Warning	SS015000-SS018000, SS025000		53
107	Food Service Professional	Warning	SS012000		35

ROLE	ROLE NAME	ERROR TYPE	APPROPRIATE SERVICE-IDs	INVALID SERVICE-IDs	FUNCTION
108	Transportation	Warning	SS010000		34
109	Athletics	Warning	SS011000		11, 36
110	Custodial	Warning	SS014000		51
111	Maintenance	Warning	SS014000		51
112	Business Services Professional	Warning	SS013000		41
113	Other District Exempt Professional Auxiliary	Warning	SS013000, SS023000		11-36, 53, 61
114	Other Campus Exempt Professional Auxiliary	Warning	ALL SSXXXXXX (EXCEPT INVALID)	SS001XXX, SS013000, SS014000, SS016000, SS019000	All FUNCTION CODES apply excluding FUNCTION CODE 11

ROLE	ROLE NAME	ERROR TYPE	APPROPRIATE SERVICE-IDs	INVALID SERVICE-IDs	FUNCTION
CAMPUS ADMINISTRATION					
003	Assistant Principal	Fatal	SS003000		23
020	Principal	Fatal	SS003000		23
CAMPUS / CENTRAL ADMINISTRATION					
(Campus Admin if org = 001-699)		***(Central Admin if org = 701-799, 998, 999)***			
012	District Instructional Program Director	Fatal	SS001XXX, SS002000, SS004XXX, SS005XXX, SS006000, SS007000, SS011000		12, 13, 21, 31
028	Teacher Supervisor	Fatal	SS001XXX, SS002000, SS004XXX-SS005XXX		21
040	Athletic Director	Fatal	SS011000		36
055	Registrar	Fatal	SS003000, SS013000		23, 41
CENTRAL ADMINISTRATION / DISTRICT-WIDE ADMINISTRATION					
004	Assistant/Associate/ Deputy Superintendent	Fatal	SSXXXXXX		12, 13, 21, 31-61, 81
027	Superintendent/Chief Admin Officer/CEO/ President	Fatal	SS013000		41
043	Business Manager	Fatal	SS013000		41
044	Tax Assessor/Collector	Fatal	SS013000		41
045	Director of Personnel/ Human Resources	Fatal	SS013000		41
ESC ONLY					
060	Executive Director	Fatal	SS013000		41
061	Assistant/Associate/ Deputy Executive Dir	Fatal	SSXXXXXX		41
062	Component/Department Director	Fatal	SSXXXXXX		21, 41
063	Coordinator/Mgr / Supervisor	Fatal	SSXXXXXX		21, 51, 52, 53
064	Specialist/Consultant	Fatal	SSXXXXXX		21
065	Field Service Agent	Fatal	SS022000		41, 62
079	Other ESC Professional Personnel	Fatal	SSXXXXXX		11, 12, 13, 21, 51, 52, 53

Responsibility Example #1 – LEA Administration
Example #1a – Superintendent

Dr. Landers is the Superintendent of Learning ISD (256925). Dr. Landers is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001112	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925999	Indicates Learning ISD district-wide duties
ROLE-ID	027	Indicates Superintendent
SERVICE-ID	SS013000	Indicates General Administration
CLASS-ID-NUMBER		Staff ROLE-ID is not instructional therefore this information is not provided
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS		Staff ROLE-ID is not instructional therefore this information is not provided
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE		Staff ROLE-ID is not instructional therefore this information is not provided
MONTHLY-MINUTES		Staff ROLE-ID is not instructional therefore this information is not provided

Example #1b – Assistant Superintendent

Mr. Park is the Assistant Superintendent of Learning ISD. Mr. Park is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001113	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925999	Indicates Learning ISD district-wide duties
ROLE-ID	004	Indicates Assistant Superintendent
SERVICE-ID	SS013000	Indicates General Administration
CLASS-ID-NUMBER		Staff ROLE-ID is not instructional therefore this information is not provided
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS		Staff ROLE-ID is not instructional therefore this information is not provided
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE		Staff ROLE-ID is not instructional therefore this information is not provided
MONTHLY-MINUTES		Staff ROLE-ID is not instructional therefore this information is not provided

Example #1c – District Instructional Program Director

Ms. Young is the District Instructional Program Director. She provides leadership over all instruction in the district. Ms. Young is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001114	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925999	Indicates Learning ISD district-wide duties
ROLE-ID	012	Indicates District Instructional Program Director
SERVICE-ID	SS001000	Indicates Instructional Administration
CLASS-ID-NUMBER		Staff ROLE-ID is not instructional therefore this information is not provided
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS		Staff ROLE-ID is not instructional therefore this information is not provided
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE		Staff ROLE-ID is not instructional therefore this information is not provided
MONTHLY-MINUTES		Staff ROLE-ID is not instructional therefore this information is not provided

Example #1d – Business Manager

Mr. Booker is the Business Manager and CFO for Learning ISD. Mr. Booker is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001115	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925999	Indicates Learning ISD district-wide duties
ROLE-ID	043	Indicates Business Manager
SERVICE-ID	SS013000	Indicates General Administration
CLASS-ID-NUMBER		Staff ROLE-ID is not instructional therefore this information is not provided
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS		Staff ROLE-ID is not instructional therefore this information is not provided
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE		Staff ROLE-ID is not instructional therefore this information is not provided
MONTHLY-MINUTES		Staff ROLE-ID is not instructional therefore this information is not provided

Responsibility Example #2 – School Administration
Example #2a – Principal

Mr. Jones is the Principal for Learning High School (002) in Learning ISD (256925). Mr. Jones is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001116	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925002	Indicates the county district campus number for Learning High School.
ROLE-ID	020	Indicates a Principal
SERVICE-ID	SS003000	Indicates School Administration
CLASS-ID-NUMBER		Staff ROLE-ID is not instructional therefore this information is not provided
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS		Staff ROLE-ID is not instructional therefore this information is not provided
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE		Staff ROLE-ID is not instructional therefore this information is not provided
MONTHLY-MINUTES		Staff ROLE-ID is not instructional therefore this information is not provided

Example #2b – Assistant Principal

Mr. Strict is the Assistant Principal for Learning High School (002) in Learning ISD (256925). Mr. Strict is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001117	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925002	Indicates the county district campus number for Learning High School.
ROLE-ID	003	Indicates an Assistant Principal
SERVICE-ID	SS003000	Indicates School Administration
CLASS-ID-NUMBER		Staff ROLE-ID is not instructional therefore this information is not provided
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS		Staff ROLE-ID is not instructional therefore this information is not provided
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE		Staff ROLE-ID is not instructional therefore this information is not provided
MONTHLY-MINUTES		Staff ROLE-ID is not instructional therefore this information is not provided

Example #2c – Counselor

Ms. Simmons is the Counselor for Learning High School (002) in Learning ISD (256925). Ms. Simmons is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	**Response**	**Explanation**
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001118	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925002	Indicates the county district campus number for Learning High School.
ROLE-ID	008	Indicates a Counselor
SERVICE-ID	SS007000	Indicates Guidance and Counseling Services
CLASS-ID-NUMBER		Staff ROLE-ID is not instructional therefore this information is not provided
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS		Staff ROLE-ID is not instructional therefore this information is not provided
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE		Staff ROLE-ID is not instructional therefore this information is not provided
MONTHLY-MINUTES		Staff ROLE-ID is not instructional therefore this information is not provided

Responsibility Example #3 – Teachers
Example #3a – High School Teacher

Mrs. Newton is a Mathematics teacher at Learning High School (002) in Learning ISD (256925). She teaches three section of Algebra I, one section of Pre-calculus, and one section of Geometry. Each of the classes that she teacher each day is 50 minutes long.

Mrs. Newton is reported with the StaffResponsibilitesExtension complex type using these guidelines:
CAMPUS-ID should be 256925002 to indicate Learning High School duties. The following example would be repeated for each section Mrs. Newton teaches.

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001119	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925002	Indicates the county district campus number for Learning High School.
ROLE-ID	087	Indicates a Teacher
SERVICE-ID	03100500	Indicates Instruction of Algebra I
CLASS-ID-NUMBER	ALGEBRA0000001	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS	024	Indicates that there are 24 students in the Algebra class.
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	01	Indicates that that the type of setting for the instruction being provided to these students is a “regular” class type.
MONTHLY-MINUTES	1000	MONTHLY-MINUTES of 1000 indicates that for the last 4 weeks of October, ending with the PEIMS fall snapshot date, Mrs. Newton taught each of the classes listed for 1000 minutes. (50 minutes x 5 days in the week x 4 weeks) = 1000

Example #3b – Department Chair / Elementary School Teacher

Mrs. Worley is the Department Chair for Science at Learning Elementary (102) in Learning ISD (256925). Each day she teaches a 3rd grade science class from 9:00-10:15 a.m.

Mrs. Worley is reported with the StaffResponsibilitesExtension complex type using these guidelines:
CAMPUS-ID should be 256925102 to indicate Learning Elementary School duties.

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001121	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925102	Indicates the county district campus number for Learning Elementary School.
ROLE-ID	087	Indicates a Teacher
SERVICE-ID	02650300	Indicates Instruction in Science, Grade 3
CLASS-ID-NUMBER	00000000000004	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS	021	Indicates that there are 21 students in the Science class.
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	01	Indicates that that the type of setting for the instruction being provided to these students is a “regular” class type.
MONTHLY-MINUTES	1500	MONTHLY-MINUTES of 1500 indicates that for the last 4 weeks of October, ending with the PEIMS fall snapshot date, Mrs. Worley taught the class listed for 1500 minutes. (75 minutes x 5 days in the week x 4 weeks) = 1500 minutes

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001121	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925102	Indicates the county district campus number for Learning Elementary School.
ROLE-ID	054	Indicates the Department Chair for Science
SERVICE-ID	SS004011	Indicates Instructional Research and Development, Science
CLASS-ID-NUMBER		Staff ROLE-ID is not instructional therefore this information is not provided
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS		Staff ROLE-ID is not instructional therefore this information is not provided
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE		Staff ROLE-ID is not instructional therefore this information is not provided
MONTHLY-MINUTES		Staff ROLE-ID is not instructional therefore this information is not provided

Responsibility Example #4 – Substitutes and Staff on Leave
Example #4a – Typical Substitute

Miss May is on the list of approved substitutes for Learning ISD (256925). She is called occasionally to substitute for a teacher who is ill or needs to take a day of personal leave.

Learning ISD would **not** submit a StaffResponsibilitiesExtension complex type for Miss May.

Example #4b – Floating Substitute

Mrs. Marks was hired by Learning ISD to be a floating substitute. She is a full-time, permanent employee of the district and is sent to fill-in at different campuses in the district wherever she is needed. She works each day from 8:30-3:30 with a 30-minute lunch.

Mrs. Marks is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	999001123	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925999	Indicates Learning ISD district-wide duties
ROLE-ID	047	Indicates Substitute Teacher
SERVICE-ID	SR000007	Indicates Unassigned Professional Classroom duty.
CLASS-ID-NUMBER	00000000000001	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS	000	Indicates that 0 students are reported for the substitute since the students are reported on the teacher-of-record Staff Responsibility record.
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	01	Indicates that the setting for the instruction she provides is a “regular” class type.
MONTHLY-MINUTES	7800	MONTHLY-MINUTES should be 7800 to indicate that 7800 minutes are associated with the substitute’s responsibility. (390 minutes each day x 5 days in the week x 4 weeks) = 7800 minutes

Example #4c – Substitute for Staff Who Will Not Be Returning to Classroom

Miss Lucky was hired in September to teach a 55-minute Biology I class as a substitute for a teacher who resigned from Learning High School (002) and will not be returning to work.

Miss Lucky is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	**Response**	**Explanation**
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001124	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925002	Indicates the county district campus number for Learning High School.
ROLE-ID	047	Indicates Substitute Teacher
SERVICE-ID	03010200	Indicates Biology
CLASS-ID-NUMBER	00000000000157	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS	018	Indicates that 18 students are in the class.
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	01	Indicates that the setting for the instruction she provides is a “regular” class type.
MONTHLY-MINUTES	1100	MONTHLY-MINUTES should be 1100 to indicate that the teacher spends 1100 minutes a month teaching the class. (55 minutes each day x 5 days in the week x 4 weeks) = 1100 minutes

Example #4d – Staff Who Will Return with Permanently Assigned Substitute

Mr. Stemper was permanently hired at the beginning of October at Learning High School (002) to substitute for Mrs. Riley who taught Debate I for 55 minutes each day. She will be out on extended medical leave for the rest of the year. Since Mrs. Riley is out of the classroom on the PEIMS fall snapshot date, is still on the district payroll and a permanent substitute has been hired, a Staff Responsibilities data is reported for her as well as for the substitute.

Mrs. Riley is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001125	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925002	Indicates the county district campus number for Learning High School.
ROLE-ID	087	Indicates Teacher
SERVICE-ID	SR000007	Indicates Unassigned Professional Classroom Duty
CLASS-ID-NUMBER	00000000000001	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS	000	Indicates that 0 students are reported for the Mrs. Riley since the students are reported on the teacher-of-record Staff Responsibility record (Mr. Stemper).
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	01	Indicates that the setting for the instruction she provides is a “regular” class type.
MONTHLY-MINUTES	7800	MONTHLY-MINUTES should be 7800 to indicate that 7800 monthly minutes are reported for each teacher’s responsibility. (390 minutes each day x 5 days in the week x 4 weeks) = 7800 minutes

Mr. Stemper is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001126	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925002	Indicates the county district campus number for Learning High School.
ROLE-ID	087	Indicates Teacher
SERVICE-ID	03240600	Indicates Debate I
CLASS-ID-NUMBER	00000000DEB004	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS	018	Indicates 18 students in the class
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	01	Indicates that the setting for the instruction she provides is a “regular” class type.
MONTHLY-MINUTES	7800	MONTHLY-MINUTES should be 7800 to indicate that 7800 monthly minutes are reported for each teacher’s responsibility. (390 minutes each day x 5 days in the week x 4 weeks) = 7800 minutes

Example #4e – Teacher Who Will Return with Temporarily Assigned Substitute

Mr. James who teaches a 55 minute English II class has taken a family medical emergency leave in October. Typical substitutes will handle his class until his return.

Because Mr. James absence is temporary, he will return to the classroom and he is still on the district payroll. As a result, he remains the teacher-of-record and his Staff Responsibilities data for the English II class is reported as if he were working. No Staff Responsibilities data would be reported by Learning ISD for the substitute because they are a "typical substitute". Mr. James is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	**Response**	**Explanation**
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001127	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925002	Indicates the county district campus number for Learning High School.
ROLE-ID	087	Indicates Teacher
SERVICE-ID	03220200	Indicates English II
CLASS-ID-NUMBER	00000000ENG001	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS	020	Indicates 20 students in the class
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	01	Indicates that the setting for the instruction she provides is a “regular” class type.
MONTHLY-MINUTES	1100	MONTHLY-MINUTES should be 1100 to indicate that 1100 monthly minutes are reported for each teacher’s responsibility. (55 minutes each day x 5 days in the week x 4 weeks) = 1100 minutes

Responsibility Example #5 – Educational Aides and Certified Interpreter
Example #5a – Educational Aides

Learning ISD (256925) employs two aides at Learning Elementary (102); Mrs. Jones, and Mrs. Anderson. They work from 8:00-4:00 each day with an hour for lunch. Mrs. Jones is assigned to assist teachers in the classroom. Mrs. Anderson works in the library. Mrs. Anderson helps the students find books, use the library system and do research. She shelves books, monitors book orders and prepares new books for the shelves.

Mrs. Jones and Mrs. Anderson are reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001128	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925102	Indicates the county district campus number for Learning Elementary School.
ROLE-ID	033	Indicates Educational Aide
SERVICE-ID	SA000003	Indicates Instructional Educational Aide
CLASS-ID-NUMBER	00000000000001	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS	000	Indicates 0 students are reported on instructional aide records
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	01	Indicates that the setting for the instruction she provides is a “regular” class type.
MONTHLY-MINUTES	8400	MONTHLY-MINUTES should be 8400 to indicate that 8400 minutes are spent for each of the aide’s monthly duties. (420 minutes each day x 5 days in the week x 4 weeks) = 8400 minutes

Example #5b – Certified Interpreter

Ms. Smith is a certified interpreter at Learning High School (002) in Learning ISD (256925). Each day, Ms. Smith provides interpreting services for three classes of Biology (03010200) and three classes of Chemistry (03040000). All of her classes are 55 minutes in length.

Ms. Smith is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	**Response**	**Explanation**
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001129	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925002	Indicates the county district campus number for Learning High School.
ROLE-ID	036	Indicates Educational Aide
SERVICE-ID	SA000004	Indicates Interpreting Services Provider
CLASS-ID-NUMBER	00000000000001	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students are being served
NUMBER-STUDENTS-IN-CLASS	000	Indicates 0 students are reported on certified interpreter records
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	01	Indicates that the setting for the instruction she provides is a “regular” class type.
MONTHLY-MINUTES	6600	MONTHLY-MINUTES should be 6600 to indicate that 6600 minutes are spent for the interpreter’s services. (330 minutes each day x 5 days in the week x 4 weeks) = 6600 minutes

Responsibility Example #6 – Special Education Teacher in a Shared Services Arrangement

Teacher Rose is a therapist at Summit Elementary campus (101) in Learning ISD (256925). She serves as a Speech Therapist, Audiologist, and Educational Diagnostician. She works 2 days a week from 8:30 AM to 3:00 PM with a half-hour off for lunch.

Ms. Rose is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	DISTRICT ID for responsibility data should be 256925 since Learning ISD is the fiscal agent of the Special Education Shared Service Arrangement and hired and pays Ms. Rose. Learning ISD reports all responsibility data for Ms. Rose.
TX-UNIQUE-STAFF-ID	9990001130	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925101	Indicates the county district campus number for Learning Elementary School.
ROLE-ID	026	Indicates Educational Aide
SERVICE-ID	SE000003	Indicates Speech Assessment
CLASS-ID-NUMBER	00000000000001	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	06	Indicates Special Education Students are being served
NUMBER-STUDENTS-IN-CLASS	016	Indicates 16 students
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	02	Indicates that the setting for the instruction she provides is a “special education” class type.
MONTHLY-MINUTES	2880	MONTHLY-MINUTES should be 2880 to indicate the total number of minutes Ms. Rose provides service at the campus in a month (4 weeks prior to the last Friday of October). (360 minutes a day x 2 days in the week x 4 weeks) = 2880 minutes

Responsibility Example #7 – High School Teacher Block Schedule

Mrs. Grammar is an English/Language Arts teacher at Learning High School (Campus 002) in Learning ISD (256925). Learning High School operates an alternating block schedule system. She teaches one section of English I (Service ID 03220100) to the 21 Block A students from 8:30 AM to 9:25 AM on Monday, Wednesday, and Friday of one week and from 8:30 AM to 9:50 AM on Tuesday and Thursday of the next week. She also teaches a 2nd section to 18 Block B students who are taught on alternate days and weeks.

Mrs. Grammar is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001131	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925001	Indicates the county district campus number for Learning High School.
ROLE-ID	087	Indicates Teacher
SERVICE-ID	03220100	Indicates English I
CLASS-ID-NUMBER	0000000001001A	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students
NUMBER-STUDENTS-IN-CLASS	021	Indicates 21 students in the Block A English I class
CLASS-TYPE-CODE	01	Indicates instruction being provided to these students is “regular”
MONTHLY-MINUTES	650	MONTHLY-MINUTES should be 650 to indicate that for the last 4 weeks of October, ending with the PEIMS fall snapshot date, Mrs. Grammar provides 650 minutes of English I instruction to the Block A students. (55 minutes x 3 days in the week x 2 weeks of the month) + (80 minutes x 2 days in the week x 2 weeks of the month) = 650 minutes

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001131	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925001	Indicates the county district campus number for Learning High School.
ROLE-ID	087	Indicates Teacher
SERVICE-ID	03220100	Indicates English I
CLASS-ID-NUMBER	0000000001001B	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students
NUMBER-STUDENTS-IN-CLASS	018	Indicates 18 students in the Block B English 1 class
CLASS-TYPE-CODE	01	Indicates instruction being provided to these students is “regular”
MONTHLY-MINUTES	650	MONTHLY-MINUTES should be 650 to indicate that for the last 4 weeks of October, ending with the PEIMS fall snapshot date, Mrs. Grammar provides 650 minutes of English I instruction to the Block B students. (80 minutes x 2 days in the week x 2 weeks of the month) + (55 minutes x 3 days in the week x 2 weeks of the month) = 650 minutes

Responsibility Example #8 – Athletic Director and High School Coach/PE Teacher

Mr. Sportz is the Athletic Director for Learning ISD (256925). He oversees all the UIL sports programs for Learning ISD. He is also the head football coach for the Learning High School (002) varsity football team. The football team has a daily practice during the 3rd class period from 10:30 AM – 11:25 PM. Learning ISD uses these daily football practice periods as a physical education substitution for the physical education requirements as they relate to the high school graduation requirements. The varsity football class is made up of three 9th graders, five 10th graders, twenty 11th graders, and fifteen 12th graders.

Mr. Sportz is reported with the StaffResponsibilitesExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001132	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925999	Indicates Learning ISD district-wide duties
ROLE-ID	040	Indicates Athletic Director
SERVICE-ID	SS011000	Indicates Extracurricular Activities
CLASS-ID-NUMBER		Staff ROLE-ID is not instructional therefore this information is not provided
POPULATION-SERVED-ID	01	Indicates Regular Students
NUMBER-STUDENTS-IN-CLASS		Staff ROLE-ID is not instructional therefore this information is not provided
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE		Staff ROLE-ID is not instructional therefore this information is not provided
MONTHLY-MINUTES		Staff ROLE-ID is not instructional therefore this information is not provided

Element Name	Response	Explanation
DISTRICT-ID	256925	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990001132	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
CAMPUS-ID	256925002	Indicates the county district campus number for Learning High School.
ROLE-ID	087	Indicates Teacher
SERVICE-ID	PES00001	Indicates PE Substitution Athletics 1 (PES00001 - PE Substitution Athletics 2, PES00002 - PE Substitution Athletics 3, PES00003 - PE Substitution Athletics 4 would be reported the same way)
CLASS-ID-NUMBER	00000000FBT001	Indicates the unique class identification numbers for each section.
POPULATION-SERVED-ID	01	Indicates Regular Students
NUMBER-STUDENTS-IN-CLASS	3	Indicates 3 students
ESC-SSA-STAFF-INDICATOR-CODE		For non-ESC staff responsibility reporting this would be blank.
CLASS-TYPE-CODE	01	Indicates that the setting for the instruction provided is a “regular” class type.
MONTHLY-MINUTES	1100	MONTHLY-MINUTES should be 1100 minutes to indicate that for the last 4 weeks of October, ending with the PEIMS fall snapshot date, Mr. Sportz provides 1100 minutes of instruction. (55 minutes x 5 days in the week x 4 weeks) = 1100 minutes

Data Sample(s)
See Section 7 for XML Data Samples

30310 - TeacherExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS	PEIMS									Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
Teacher Complex Type																
**	Reference Type	id		Y	Y										STRING	
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStateId	UniqueStateIdentifier	Y	Y									10	NUMERIC	
**	Complex Type	StaffIdentificationCode	StaffIdentificationCode	Y	Y									9	NUMERIC	
E1088	STAFF-IDENTIFICATION-SYSTEM	IdentificationSystem	StaffIdentificationSystemType	Y	Y									24	CODED	C191
E1087	STAFF-ASSIGNING-ORGANIZATION-CODE	AssigningOrganizationCode	IdentificationCode	Y										60	STRING	
E0505	STAFF-ID	ID	IdentificationCode	Y	Y									9	NUMERIC	
**	Complex Type	Name	Name	Y	Y											
E1301	*VERIFICATION*	*Verification*	*PersonalInformationVerificationType*													
E1302	*PERSONAL-TITLE-PREFIX*	*PersonalTitlePrefix*	*PersonalTitlePrefixType*													
E0703	FIRST-NAME	FirstName	FirstName	Y	Y									75	NAMEFIELD	
E0704	MIDDLE-NAME	MiddleName	MiddleName	Y										75	NAMEFIELD	
E0705	LAST-NAME	LastSurname	LastSurname	Y	Y									75	NAMEFIELD	
E1303	GENERATION-CODE-SUFFIX	GenerationCodeSuffix	GenerationCodeSuffixType	Y										4	STRING	C012
E1304	*MAIDEN-NAME*	*MaidenName*	*LastSurname*													
***	*Complex Type*	*OtherName*	*OtherName*													
E1325	SEX	Sex	SexType	Y	Y									6	STRING	DC119
E0006	DATE-OF-BIRTH	BirthDate		Y										10	CODED	
**	Complex Type	Address	Address	Y												
E1113	ADDRESS-TYPE	AddressType	AddressType	Y	Y									9	STRING	DC006
E1114	STREET-NUMBER-NAME	StreetNumberName	StreetNumberName	Y	Y									40	STRING	
E1115	APARTMENT-ROOM-SUITE-NUMBER	ApartmentRoomSuiteNumber	ApartmentRoomSuiteNumber	Y										20	STRING	
E1116	BUILDING-SITE-NUMBER	BuildingSiteNumber	BuildingSiteNumber	Y										20	STRING	

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS	PEIMS									Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
E1117	CITY	City	City	Y	Y									30	STRING	
E1118	STATE-ABBREVIATION	StateAbbreviation	StateAbbreviation Type	Y	Y									2	STRING	DC124
E1119	POSTAL-CODE	PostalCode	PostalCode	Y	Y									10	CODED	
E1120	NAME-OF-COUNTY	NameOfCounty	NameOfCounty	Y										30	STRING	
E1121	*COUNTY-FIPS- CODE*	*CountyFIPSCode*	*CountyFIPSCode*													
E1122	COUNTRY-CODE	CountryCode	CountryCodeType	Y										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	Y												
E1455	TELEPHONE-NUMBER-TYPE	TelephoneNumberType	TelephoneNumberType	Y	Y									11	STRING	DC133
E1456	PRIMARY-TELEPHONE-NUMBER-INDICATOR	PrimaryTelephoneNumberIndicator		Y										5	BOOLEAN	
E1269	TELEPHONE-NUMBER	TelephoneNumber	TelephoneNumber	Y	Y									14	NUMERIC	
**	Complex Type	ElectronicMail	ElectronicMail	Y												
E1242	EMAIL-ADDRESS-TYPE	EmailAddressType	ElectronicMailAddressType	Y	Y									13	STRING	DC057
E1243	EMAIL-ADDRESS	EmailAddress	ElectronicMailAddress	Y	Y									10	STRING	
E1375	HISPANIC-LATINO-ETHNICITY	HispanicLatinoEthnicity		Y	Y									5	BOOLEAN	
E1462	ETHNICITY	OldEthnicity	OldEthnicityType	Y										30	STRING	DC149
**	Complex Type	Race	RaceType	Y	Y											
E1343	RACIAL-CATEGORY	RacialCategory	RaceItemType	Y	Y									34	STRING	DC097
E1460	HIGHEST-LEVEL-OF-EDUCATION-COMPLETED	HighestLevelOfEducationCompleted	LevelOfEducationType	Y	Y									10	STRING	DC077
E1376	YEARS-OF-PRIOR-PROFESSIONAL-EXPERIENCE	YearsOfPriorProfessionalExperience		Y	Y									2	NUMERIC	
E1377	YEARS-OF-PRIOR-TEACHING- EXPERIENCE	YearsOfPriorTeachingExperience		Y										2	NUMERIC	

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS	PEIMS									Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
**	Complex Type	Credentials	Credential	Y												
E1203	CREDENTIAL-TYPE	CredentialType	CredentialType	Y	Y									1	STRING	DC043
**	Complex Type	CredentialField	CredentialFieldDescript	Y	Y											
E1489	CREDENTIAL- FIELD-DESCRIPTOR-	Description	Description	Y	Y									1 0	STRING	
E1205	CERTIFICATION-GRADE-LEVEL	Level	LevelType	Y	Y									2 9	STRING	DC078
E1206	TEACHING-CREDENTIAL-TYPE	TeachingCredentialType	TeachingCredentialType	Y	Y									3 0	STRING	DC131
E1207	CREDENTIAL-ISSUANCE-DATE	CredentialIssuanceDate		Y	Y									1 0	CODED	
E1208	CREDENTIAL-EXPIRATION-DATE	CredentialExpirationDate		Y										1 0	CODED	
E1209	TEACHING-CREDENTIAL-BASIS	TeachingCredentialBasis	TeachingCredentialBasisType	Y										5 3	STRING	DC130
N/A	NOT USED BY TEA	LoginId	IdentificationCode													
TeacherExtension Complex Type																
**	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	
E0706	GENERATION-CODE	TX-GenerationCode	TX-GenerationCode											2	CODED	C012
E0004	SEX-CODE	TX-Sex	TX-SexType											2	CODED	C013
E1064	HISPANIC-LATINO- CODE	TX-HispanicLatinoEthnicity	TX-ParticipationType											1	CODED	C088
**	Complex Type	TX-Race	TX-RaceType													
E1059	AMERICAN- INDIAN-ALASKA- NATIVE-CODE	TX-AmericanIndianAlaskaNative	TX-ParticipationType											1	CODED	C088
E1060	ASIAN-CODE	TX-Asian	TX-											1	CODED	C088
E1061	BLACK-AFRICAN AMERICAN-CODE	TX-BlackAfricanAmerican	TX-ParticipationType											1	CODED	C088
E1062	NATIVE- HAWAIIAN-PACIFIC-ISLANDER-CODE	TX-NativeHawaiianPacificIslander	TX-ParticipationType											1	CODED	C088
E1063	WHITE-CODE	TX-White	TX-ParticipationType											1	CODED	C088

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS	PEIMS									Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
E1073	STAFF-TYPE-CODE	TX-StaffTypeCode	TX-StaffTypeCodeType											2	CODED	C181
E0730	HIGHEST-DEGREE-LEVEL-CODE	TX-HighestDegreeLevel	TX-HighestDegreeLevelTyp											2	CODED	C015
E0161	YEARS-EXPERIENCE- IN-DISTRICT	TX-YearsExperienceInDistrict	TX-NumberOfYearsExp											2	NUMERIC	
E0130	TOTAL-YEARS-PROF-EXPERIENCE	TX-TotalYearsOfProfessionalExperience	TX-NumberOfYearsExp											2	NUMERIC	
N/A	NOT USED BY TEA	TeacherUniqueStateId	UniqueStateIdentifier													
E1449	HIGHLY-QUALIFIED-TEACHER	HighlyQualifiedTeacher		Y										5	BOOLEAN	

Description
The TeacherExtension 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 TeacherExtension Complex Type inherits data elements from the StaffExtension Complex Type and contains data elements that are attributes of instructional-type staff members.

Special Reporting Requirements
Currently, there are no special reporting requirements.

Business Rules

Teacher Complex Type

TX-UNIQUE-STAFF-ID (E1524) 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. 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.

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.

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 the10-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 Alaska Native
2 - Asian or Pacific Islander
3 - Black, not of Hispanic origin
4 - Hispanic
5 - White, not of Hispanic origin

****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.

LOGIN-ID (NA) is the login ID for the user which will be used for the security access control interface. This data element is not used by TEA at this time.

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

HIGHEST-DEGREE-LEVEL-CODE (E0730) identifies the highest post-secondary degree a person has earned from an

institution recognized as accredited by the Agency.

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.

TeacherExtension Complex Type

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 ALL sections being taught.

Example(s)
None

Data Sample(s)
See Section 7 for XML Data Samples

30310 - TeacherSchoolAssociation Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
**	Reference Complex Type	TeacherReference	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	
**	Reference Complex Type	SchoolReference	EducationalOrgReferenceType	Y	Y									9	CODED	
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y											
E0266	CAMPUS-ID	StateOrganizationId	IdentificationCode	Y	Y									9	CODED	
E1453	TEACHER-PROGRAM-ASSIGNMENT	ProgramAssignment	ProgramAssignmentType	Y	Y									38	STRING	DC094
**	Complex Type	InstructionalGradeLevels	GradeLevelsType	Y												
E1162	GRADE-LEVEL-TYPE	GradeLevel	GradeLevelType	Y	Y									25	STRING	DC063
**	Complex Type	AcademicSubjects	AcademicSubjectsType	Y										2	CODED	
E1097	ACADEMIC-SUBJECT	AcademicSubject	AcademicSubjectType	Y	Y									42	STRING	DC002

Description
The TeacherSchoolAssociation Complex Type indicates the school(s) to which a teacher provides instructional services.

Reporting Requirements
Currently, there are no reporting requirements.

Special Reporting Requirements
Currently, there are no special reporting requirements.

Business Rules

****TeacherReference Complex Type**
The TeacherReference Complex Type represents the teacher providing services to the school.

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

> **TX-UNIQUE-STAFF-ID (E1524)** is a unique number or alphanumeric code assigned to a staff by a state education agency.

****SchoolReference Complex Type**
The EducationOrganizationReference Complex Type is the school where the teacher provides services.

****EducationalOrgIdentity Complex Type**
Provide user information to look up 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 teacher providing instructional services.

TEACHER-PROGRAM-ASSIGNMENT (E1453) is the name of the program for which the individual is assigned; for example: Regular education, Title I-Academic, Title I-Non-Academic, Special Education, Bilingual/English as a Second Language.

****InstructionalGradeLevels Complex Type**

The InstructionalGradeLevels Complex Type represents the set of grade levels for which the individual's assignment is responsible.

GRADE-LEVEL-TYPE (E1162) is the specification of the grade level.

****AcademicSubjects Complex Type**

The AcademicSubjects Complex Type represents the teaching field taught by an individual, for example English/Language Arts, Reading, Mathematics, Science, Social Sciences, etc.

ACADEMIC-SUBJECT (E1097) is the teaching field(s) taught by an individual, for example English/Language Arts, Reading, Mathematics, Science, Social Sciences, etc.

Example(s)

None

Data Sample(s)

See Section 7 for XML Data Samples

30305 - TeacherSectionAssociationExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
TeacherSectionAssociation Complex Type																
**	Reference Complex Type	TeacherReference	StaffReferenceType	Y	Y					Y	Y					
**	Reference 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	SectionReference	SectionReferenceType	Y	Y					Y	Y					
**	Reference Complex Type	SectionIdentity	SectionIdentityType	Y	Y					Y	Y					
E0266	CAMPUS-ID	StateOrganizationId	IdentificationCode	Y	Y					Y	Y			9	CODED	
E1056	CLASS-ID-NUMBER	UniqueSectionCode	UniqueSectionCode							Y	Y			14	NAME FIELD	
E1194	LOCAL-COURSE-CODE	LocalCourseCode	LocalCourseCode	Y	Y									30	STRING	
E1093	SCHOOL-YEAR	SchoolYear	SchoolYearType	Y	Y									9	CODED	C193
E1367	SECTION-TERM	Term	TermType	Y	Y									16	STRING	DC134
E1074	CLASS-PERIOD	ClassPeriodName	ClassPeriodNameType	Y	Y									2	NAMEFIELD	
E1368	LOCATION	Location	ClassroomIdentificationCode	Y	Y									20	STRING	
E1454	CLASSROOM-POSITION	ClassroomPosition	ClassroomPositionType	Y	Y									18	STRING	DC143
E1065	ASSIGNMENT-BEGIN-DATE	BeginDate		Y						Y	Y			8	CODED	
E1066	ASSIGNMENT-END-DATE	EndDate		Y						Y	Y			8	CODED	
E1449	HIGHLY-QUALIFIED-TEACHER	HighlyQualifiedTeacher		Y										5	BOOLEAN	
TeacherSectionAssociationExtension Complex Type																
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
E0721	ROLE-ID	TX-StaffRole	TX-StaffRole							Y	Y			3	CODED	C021

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, 047, and 033 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 course sections that were active on the last Friday in October of each school year and course sections that were completed prior to the last Friday in October.

Minimum Reporting Standards:

There are two different data collection purposes that are served by the reporting of the Teacher Section Association Complex data. The **first** is for teachers (087 and 047) that are serving in course sections for grade levels 1 – 12. The **second** is for teachers (087, 047, and 033 Education Aides) that are serving in grade levels prekindergarten and kindergarten course sections.

LEAs will be required to report all teachers (Teachers of Record, Assistant Teachers, Support Teachers, and applicable Educational Aides) that provide instructional services for a particular class... 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.

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 the TeacherSectionAssociationExtension Complex Type.

For each TeacherSectionAssociationExtension complex type, there must be a matching SectionExtension complex type with a matching CAMPUS-ID, SERVICE-ID, CLASS-ID-NUMBER, and COURSE-SEQUENCE-CODE.

At least one TeacherSectionAssociationExtension must be submitted in submission 3 for each reportable unique class (course section) that was offered during the school year. If a student is being instructed in a particular service on or through a campus by a teacher employed or contracted for by the LEA, then the information for that service should be reported on a TeacherSectionAssociationExtension complex type.

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 TeacherSectionAssociationExtension complex type. This scenario also applies to assistant and support teachers as well.

Local-credit courses such as the 8XXXXXXX series courses are not reported through the Classroom Link data reporting. Additionally, the Service IDs that begin with SS, SE, SR, and SA are excluded because these series of Service IDs are not valid for student records.

Special Reporting Requirements

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.

For teaching staff that are assigned to an in-district DAEP program (not a DAEP campus), the

TeacherSectionAssociationExtension complex type should identify the teachers serving as either a “teacher of record”, “assistant teacher”, or “support teacher”.

If the teaching staff in charge of the DAEP classrooms are merely serving as a “facilitator” for the home campus “teacher(s) of record” of the students that are assigned to the DAEP, then the DAEP facilitators should not be reported with a TeacherSectionAssociationExtension complex type. In this scenario, the home campus “teacher(s) of record” will be reported with a TeacherSectionAssociationExtension complex type for the students assigned to the DAEP program. This will likely mean that the students assigned to a DAEP program in this situation will remain assigned to their course sections at the campus where they are still enrolled. Determining the “teacher of record” for students assigned to a DAEP program is based on the definition of “teacher of record” (CLASS-ROLE “01”) from PEIMS code table C180.

For homebound teachers serving homebound students on a **short-term basis** (less than a full grading period/semester), the homebound students served should remain assigned to the course section (teacher of record) they were assigned prior to moving into the homebound setting. For homebound teachers serving homebound students on a **long-term basis** (full grading periods/semesters/school year), the LEA should determine the “teacher of record” based on the definition of “teacher of record” (CLASS-ROLE “01”) from PEIMS code table C180.

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 look up and link to an existing staff record in the receiving system.

TX-UNIQUE-STAFF-ID (E1524) 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.

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.

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, and Substitute Teacher.

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

If more than one teacher is assigned to a course section during the duration of a course section, then there must be a TeacherSectionAssociationExtension complex type for each teacher that was assigned to the course section. If a particular teacher is assigned to a course section, leaves that course section assignment, and then at a later date is reassigned to that course section (returns to that class at a later date), then there must be a TeacherSectionAssociationExtension complex type for each of these teacher ASSIGNMENT-BEGIN-DATEs.

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

If after being assigned to a particular course section a teacher leaves that course section, then there must be a TeacherSectionAssociationExtension complex type reflecting both the ASSIGNMENT-BEGIN-DATE and the Teacher Class Assignment for that particular teacher's segment of service to that course section.

If a particular teacher is assigned to a course section, leaves that course section assignment more than once, then there must be a TeacherSectionAssociationExtension complex type for each of these teachers ASSIGNMENT-BEGIN-DATE and ASSIGNMENT-END-DATEs.

The teacher(s) that are assigned to a particular course section on the last date the course section meets must be reported on their TeacherSectionAssociationExtension complex type with an ASSIGNMENT-END-DATE that reflects the last date the class met.

Business rule 30305-0011 is displayed when the ASSIGNMENT-END-DATE is not greater than the ASSIGNMENT-BEGIN-DATE. If this rule is displayed during your PEIMS submission, verify that the teacher in question is not a short-term substitute- if so, this data will not be collected. If the teacher is identified as an 087 and truly only worked 1 day (ex. 1/6/2017-1/6/2017) then it is advised that you would not extract this data as it is not useful.

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", a "Support Teacher". Instructional Aides serving as Pre-Kindergarten Classroom Aides are also reported.

A "Teacher of Record" is almost always in the classroom of a particular course section delivering the class curriculum delivery to students, and determining the final outcome for each student in the class.

If the "Teacher of Record" changes during the duration of the course section, then the original "Teacher of Record" will be shown with an ending date and the new "Teacher of Record" will be shown in the same course section with a starting date after the former "Teacher of Record" ended their service for the course section.

An "Assistant Teacher" is almost always in the classroom of a particular course section and assists the "Teacher of Record" in the delivery of the class curriculum to the students. This teacher may work with the students as a whole or in part as directed by the "Teacher of Record".

A "Support Teacher" is occasionally in the classroom assisting the "Teacher of Record" with the delivery of

specialized instruction related to that course section for all or part of the class as directed by the “Teacher of Record”.

A "PK Classroom Aide" assists the teacher of record in a PK classroom.
Each course section must be reported with at least one “Teacher of Record”.

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.

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

Example(s)
Martin Professor teaches Algebra I at Learning High School.

Element Name	Response	Explanation
TX-UNIQUE-ID	8877665544	TX-UNIQUE-STAFF-ID is a unique number assigned to a Martin Professor.
CAMPUS-ID	987654001	Learning High School campus number includes the six-digit DISTRICT-ID number.
CLASS-ID-NUMBER	ALG10310050001	A unique identification number for the Algebra I course section taught by Martin Professor.
ASSIGNMENT-BEGIN-DATE	2017-08-21	08/21/2017 was the first date Martin Professor was assigned to the class for the current school year.
ASSIGNMENT-END-DATE	2018-01-01	01/01/2018 was the last date Martin Professor was assigned to the class for the current school year.
CLASS-ROLE	01	Martin Professor is the teacher of record for Algebra I and therefore is identified as a “1”.
COURSE-SEQUENCE-CODE	1	This record is the first half of a two-semester course and therefore is identified as “1”.
ROLE-ID	087	Martin Professor is identified as a teacher and therefore is coded as 087.

Element Name	Response	Explanation
TX-UNIQUE-ID	8877665544	TX-UNIQUE-STAFF-ID is a unique number assigned to a Martin Professor.
CAMPUS-ID	987654001	Learning High School campus number includes the six-digit DISTRICT-ID number.
CLASS-ID-NUMBER	ALG10310050002	A unique identification number for the Algebra I course section taught by Martin Professor.
ASSIGNMENT-BEGIN-DATE	2018-01-02	01/02/2018 was the first date Martin Professor was assigned to the class for the current school year.
ASSIGNMENT-END-DATE	2018-06-01	06/01/2018 was the last date Martin Professor was assigned to the class for the current school year.
CLASS-ROLE	01	Martin Professor is the teacher of record for Algebra I and therefore is identified as a “1”.
COURSE-SEQUENCE-CODE	2	This record is the second half of a two-semester course and therefore is identified as “2”.
ROLE-ID	087	Martin Professor is identified as a teacher and therefore is coded as 087.

Data Sample(s)
See Section 7 for XML Data Samples

30055 - ContractedInstructionalStaffFTEExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	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 ContractedInstructionalStaffFTE Complex Type 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 each PROGRAM-INTENT-CODE is reported in a separate instance of the complex type.

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.

Special Reporting Requirements

Currently, there are no special reporting requirements.

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 look up 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 look up 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.

Example(s)
Learning High School has one contracted instructional staff employee.

Element Name	Response	Explanation
DISTRICT-ID	987654	Indicates the district identification number for Learning ISD.
CAMPUS-ID	987654001	Learning High School campus number includes the six-digit DISTRICT-ID number.
PROGRAM-INTENT-CODE	11	Basic Education Services to indicate the student group for which the services are directed.
TOTAL-CONTRACTED-INSTR-STAFF-FTES	.375	The contracted instructional staff employee works 5 hours, 3 days a week for a total of 36 weeks in a year. 5 hours / 8 hours = .625 x 3 days / 5 days = .6 = FTE of .375

Data Sample(s)
See Section 7 for XML Data Samples

30060 - PayrollExtension Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	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	Educational Org Identity Type			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	
E1107	*LOCAL-FUND-CODE*	*TX-LocalFund*	*FundType*													
E0316	FUND-CODE	TX-FundCode	TX-FundCodeType			Y	Y							3	CODED	C145
E1108	*LOCAL-FUNCTION*	*TX-LocalFunction*	*FunctionType*													
E0317	FUNCTION-CODE	TX-FunctionCode	TX-FunctionCodeType			Y	Y							2	CODED	C146
E1109	*LOCAL-OBJECT-CODE*	*TX-LocalObject*	*ObjectType*													
E0318	OBJECT-CODE	TX-ObjectCode	TX-ObjectCodeType			Y	Y							4	CODED	C159
E0319	ORGANIZATION-CODE	TX-OrganizationCode	TX-OrganizationCodeType			Y	Y							3	CODED	
E1110	*LOCAL-PROGRAM-INTENT-CODE*	*TX-LocalProgramIntentCode*	*TX-LocalProgramIntentCode*													
E0320	PROGRAM-INTENT-CODE	TX-ProgramIntentCode	TX-ProgramIntentCodeType			Y	Y							2	CODED	C147
E1326	*LOCAL-PAYROLL-ACTIVITY-CODE*	*TX-LocalPayrollActivityCode*	*TX-LocalCode*													
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.

For additional guidance on how Payroll OBJECT-CODE influences the reporting of staff roles, please see When to Report ROLE-ID or/and AUXILIARY-ROLE-ID table located under the StaffExtension Complex Type.

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.

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 look up 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 look up and link to an existing staff record in the receiving system.

TX-UNIQUE-STAFF-ID (E1524) 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, revenue, other resources/non-operating revenue/residual equity transfers in, expenditures/expenses, and other uses/non-operating expenses/residual equity transfers out.

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-campuses, 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.

Staff Payroll Calculated Values

Full Time Equivalents (FTEs) are calculated in the following manner:

If NUMBER-DAYS-EMPLOYED is greater than or equal to 187 then FTE = PERCENT-DAY-EMPLOYED divided by 100.

If NUMBER-DAYS-EMPLOYED is less than 187, then FTE =

$$\frac{\text{(PERCENT-DAY-EMPLOYED divided by 100) X (NUMBER-DAYS-EMPLOYED)}}{187}$$

Base Salary is the total of all PAYROLL-AMOUNTs where PAYROLL-ACTIVITY-CODE is 80.

FTE Salary is Base Salary divided by FTE.

Example(s)
Example #1 – Teacher with split payroll

Mary is a high school teacher who has 3 accelerated education classes and two special education class during a six-period day. Mary also has one planning and preparation period. She has a base salary of $35,000.00/year and receives no supplements. Payroll information for Mary will be reported as follows:

Element Name	Value	Explanation
DISTRICT-ID	999999	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990004321	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
FISCAL-YEAR	8	Designates the last digit of the fiscal year.
PAYROLL-AMOUNT	21000	Indicates that Mary is paid $21,000.00
FUND-CODE	199	Indicates the general fund.
FUNCTION-CODE	11	Indicates Instruction.
OBJECT-CODE	6119	Indicates Salaries Or Wages-Teachers And Other Professional Personnel.
ORGANIZATION-CODE	001	Designates the campus number of the school.
PROGRAM-INTENT-CODE	24	Indicates that Mary teaches students served under the accelerated education program.
PAYROLL-ACTIVITY-CODE	80	Indicates base salary

Element Name	Value	Explanation
DISTRICT-ID	999999	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990004321	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
FISCAL-YEAR	8	Designates the last digit of the fiscal year.
PAYROLL-AMOUNT	14000	Indicates that Mary is paid $14,000.00
FUND-CODE	199	Indicates the general fund.
FUNCTION-CODE	11	Indicates Instruction.
OBJECT-CODE	6119	Indicates Salaries Or Wages-Teachers And Other Professional Personnel.
ORGANIZATION-CODE	001	Designates the campus number of the school.
PROGRAM-INTENT-CODE	23	Indicates that Mary teaches students with disabilities (Special Education).
PAYROLL-ACTIVITY-CODE	80	Indicates base salary

Example #2 – Teacher with supplement

From the example above, Mary also receives $1700 supplement for being the sponsor of the debate club. The supplement information would be reported as follows:

Element Name	Response	Explanation
DISTRICT-ID	999999	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990004321	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
FISCAL-YEAR	8	Designates the last digit of the fiscal year.
PAYROLL-AMOUNT	1700	Indicates that Mary is paid $1700.00
FUND-CODE	199	Indicates the general fund.
FUNCTION-CODE	36	Indicates extracurricular activities.
OBJECT-CODE	6119	Indicates Salaries Or Wages-Teachers And Other Professional Personnel.
ORGANIZATION-CODE	001	Designates the campus number of the school.
PROGRAM-INTENT-CODE	99	Indicates that the participation in the debate club is not directly attributable to any one program.
PAYROLL-ACTIVITY-CODE	16	Indicates UIL Clubs/Activities

Example #3 – Student who works part-time for the district

John is an enrolled student, who is also employed as a part-time maintenance worker. His payroll information would be reported as follows:

Element Name	Response	Explanation
DISTRICT-ID	999999	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990004322	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
FISCAL-YEAR	8	Designates the last digit of the fiscal year.
PAYROLL-AMOUNT	4500	Indicates that John is paid $4500.00
FUND-CODE	199	Indicates the general fund.
FUNCTION-CODE	51	Indicates Facilities Maintenance and Operation.
OBJECT-CODE	6129	Indicates salary or wages for support personnel.
ORGANIZATION-CODE	999	Designates undistributed organization code.
PROGRAM-INTENT-CODE	99	99 is used because the personnel costs are not directly attributable to any program area.
PAYROLL-ACTIVITY-CODE	80	Indicates base salary

Example #4 – Principal

David is a full-time elementary school principal. He has a base salary of $60,000 and receives no supplements. His payroll information will be reported as follows:

Element Name	Response	Explanation
DISTRICT-ID	999999	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990004323	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
FISCAL-YEAR	8	Designates the last digit of the fiscal year.
PAYROLL-AMOUNT	60000	Indicates that David is paid $60,000.00
FUND-CODE	199	Indicates the general fund.
FUNCTION-CODE	23	Indicates school leadership.
OBJECT-CODE	6119	Indicates Salaries Or Wages-Teachers And Other Professional Personnel.
ORGANIZATION-CODE	101	Indicates the campus number of the school.
PROGRAM-INTENT-CODE	99	99 is used because the personnel costs are not directly attributable to any program area.
PAYROLL-ACTIVITY-CODE	80	Indicates base salary

Example #5 – Teacher who works with the Regional Day School for the Deaf / shared services arrangement
Ingrid teaches in the Regional Day School for the Deaf, a shared service arrangement of which Learning ISD is the fiscal agent. Ingrid earns $35,000/year. Learning ISD would report her as follows:

Element Name	Response	Explanation
DISTRICT-ID	999999	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990004321	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
FISCAL-YEAR	8	Designates the last digit of the fiscal year.
PAYROLL-AMOUNT	35000	Indicates that Ingrid is paid $35,000.00
FUND-CODE	435	Indicates a shared services arrangement-Regional Day School for the Deaf.
FUNCTION-CODE	11	Indicates Instruction.
OBJECT-CODE	6119	Indicates Salaries Or Wages-Teachers And Other Professional Personnel.
ORGANIZATION-CODE	751	May be used when reporting shared services arrangement costs for instruction.
PROGRAM-INTENT-CODE	23	Indicates that Ingrid teaches students with disabilities (Special Education).
PAYROLL-ACTIVITY-CODE	80	Indicates base salary

Example #6 – Librarian with shared services arrangement

Harriet is the librarian for a library shared services arrangement for Thinking ISD. Thinking ISD is a member district of the library shared services arrangement and pays Harriet's salary which is $28,000.00. Thinking ISD receives funds from the fiscal agent to pay Harriet's salary. Thinking ISD, not the fiscal agent, would report her payroll accounting information as follows:

Element Name	Response	Explanation
DISTRICT-ID	999999	Indicates the district identification number for Learning ISD.
TX-UNIQUE-STAFF-ID	9990004324	Is a unique number or alphanumeric code assigned to a staff by a state education agency.
FISCAL-YEAR	8	Indicates the last digit of the fiscal year
PAYROLL-AMOUNT	28000	Indicates that Harriet is paid $28,000.00 annually.
FUND-CODE	199	Indicates the general fund.
FUNCTION-CODE	12	Indicates instructional resources and media services
OBJECT-CODE	6119	Indicates Salaries Or Wages-Teachers And Other Professional Personnel.
ORGANIZATION-CODE	751	Designates a shared services arrangement. The librarian visits several different districts.
PROGRAM-INTENT-CODE	99	99 is used because the personnel costs are not directly attributable to any program area.
PAYROLL-ACTIVITY-CODE	80	Indicates base salary

Data Sample(s)

See Section 7 for XML Data Samples

30310 - LeaveEvent Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
E1281	LEAVE-EVENT-DATE	EventDate		Y	Y									10	CODED	
E1493	LEAVE-EVENT-CATEGORY	LeaveEventCategory	LeaveEventCategoryType	Y	Y									24	STRING	DC076
E1283	LEAVE-EVENT-REASON	LeaveEventReason	LeaveEventReason	Y										40	STRING	
E1284	*HOURS-ON-LEAVE*	*HoursOnLeave*														
E1285	*SUBSTITUTE-ASSIGNED*	*SubstituteAssigned*														
**	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	

Description
The LeaveEvent Complex Type represents the recording of the dates of staff leave (e.g., sick leave, personal time, vacation, etc.).

Reporting Requirements
Currently, there are no reporting requirements.

Special Reporting Requirements
Currently, there are no special reporting requirements.

Business Rules

LEAVE-EVENT-DATE (E1281) is the date for this leave event.

LEAVE-EVENT-CATEGORY (E1493) is the code describing the type of leave taken, for example: Sick Personal Vacation

LEAVE-EVENT-REASON (E1283) is the expanded reason for the staff leave.

HOURS-ON-LEAVE (E1284) is the hours the staff was absent, if not the entire working day.

****StaffReference Complex Type**
The StaffReference Complex Type represents the staff associated with this leave event.

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

TX-UNIQUE-STAFF-ID (E1524) is a unique number or alphanumeric code assigned to a staff by a state education agency.

Example(s)
None

Data Sample(s)
See Section 7 for XML Data Samples

30310 - OpenStaffPosition Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
E1308	*OPEN-STAFF-EMPLOYMENT-STATUS*	*EmploymentStatus*	*EmploymentStatusType*													
E1310	*STAFF-CLASSIFICATION*	*StaffClassification*	*StaffClassificationType*													
E1311	*POSITION-TITLE*	*PositionTitle*	*PositionTitle*													
E1312	*REQUISITION-NUMBER*	*RequisitionNumber*	*RequisitionNumber*													
E1313	*OPEN-STAFF-PROGRAM-ASSIGNMENT*	*ProgramAssignment*	*ProgramAssignmentType*													
****	*Complex Type*	*InstructionalGradeLevels*	*GradeLevelsType*													
****	*Complex Type*	*AcademicSubjects*	*AcademicSubjectsType*													
E1315	*DATE-POSTED*	*DatePosted*														
E1316	*DATE-POSTING-REMOVED*	*DatePostingRemoved*														
E1317	*POSTING-RESULT*	*PostingResult*	*PostingResultType*													
****	*Reference Type*	*EducationOrganizationReference*	*EducationalOrgReferenceType*													

Description
The OpenStaffPosition Complex Type represents an open staff position that is seeking to be filled by an education organization.

Reporting Requirements
Currently, there are no reporting requirements.

Special Reporting Requirements
Currently, there are no special reporting requirements.

Business Rules
Currently, there are no business rules.

Example(s)
Not Applicable

Data Sample(s)
Not Applicable

30040 - CredentialFieldDescriptor Complex Type

Element ID	Data Element	XMLName	XML Simple Type Name	TSDS		PEIMS								Len	Data Type	Code Table ID
				TSDS	M	1	1 M	2	2 M	3	3 M	4	4 M			
**	Reference Type	id		Y	Y										STRING	
E1487	CREDENTIAL-FIELD-DESCRIPTOR-CODE-VALUE	CodeValue	CodeValue	Y										20	STRING	
E1489	CREDENTIAL-FIELD-DESCRIPTOR-DESCRIPTION	Description	Description	Y	Y									1024	STRING	
E1097	ACADEMIC-SUBJECT	AcademicSubject	AcademicSubjectType	Y										42	STRING	DC002
**	Reference Complex Type	EducationOrganizationReference	EducationalOrgReferenceType	Y	Y											
**	Reference Complex Type	EducationalOrgIdentity	EducationalOrgIdentityType	Y	Y											
E0212	DISTRICT-ID	StateOrganizationId	IdentificationCode	Y	Y									6	CODED	

Description
The CredentialFieldDescriptor Complex Type defines the fields of certification that the SEA offers to teachers.

Reporting Requirements
Currently, there are no reporting requirements.

Special Reporting Requirements
Currently, there are no special reporting requirements.

Business Rules

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.

ACADEMIC-SUBJECT (E1097) is a classification of the certification fields to academic subjects.

****EducationOrganizationReference Complex Type**
The EducationOrganizationReference Complex type represents the education organization associated with the credential field definition.

****EducationalOrgIdentity Complex Type**
The EducationalOrgIdentity Complex Type provides user information to look up 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.

Example(s)
None

Data Sample(s)
See Section 7 for XML Data Samples