Licensed Personnel (MIS03) - Personnel School Year Data import/export file format

Format		Comma delimited
Data Validations		See validations document

Dual Credit College Instructors and Out-of-State Course Instructors enter Online ONLY!

Changes are denoted in bold.

	Req for SS	Req For Reg SY	Name	Description	Data Type	Lgth	PowerSchool field	Format	Import Comments
1	Y	Y	SchoolYear	School Year of Collection	char	4		9999	If School Year is 2013-2014, Enter 2014
2	Y	Y	School	County-District-School	char	11		99-999-9999	
3	Y	Y	TeacherLicenseNumber	License Number given to teacher by ESPB	char	7	S_ND_USR_X.TeacherLicenseNumber	Integer ID for teacher	
4	N	N	SchoolPersonnelID	Schools identifier for Teacher	char	20			
5	Y	Y	SchoolYearPeriod	Identifies the school year period. 1 = Regular School Year; 2 = Summer School	char	1	S_ND_SSF_X.SchoolYearPeriod	9	
6	N	Y	Salary	The salary for the school year.	char	6	S_ND_SSF_X.Salary	999999	
7	N	Y	DaysContractPeriod	The contract period in days.	char	3	S_ND_SSF_X.DaysContractPeriod	999	
8	N	Y	YearsEducationalExperience	The number of years of experience the teacher has.	char	2	S_ND_USR_X.YearsEdExperience	99	
9	N	Y	YearsAdministrationExperience	The number of years of administration experience the teacher has.	char	2	S_ND_USR_X.YearsAdminExperience	99	
10	N	Y	PercentDevotedPK	% time devoted to special ed pre-kindergarten.	char	3	S_ND_SSF_X.PercentDevotedSpecEd	999	
11	N	Y	PercentDevotedKindergarten	% time devoted to kindergarten	char	3	S_ND_SSF_X.PercentDevotedKinder	999	
12	N	Y	PercentDevotedGrades1_4	% time devoted to grades 1 - 4	char	3	S_ND_SSF_X.PercentDevoted14	999	
13	N	Y	PercentDevotedGrade5	% time devoted to grade 5	char	3	S_ND_SSF_X.PercentDevoted5	999	
14	N	Y	PercentDevotedGrade6	% time devoted to grade 6	char	3	S_ND_SSF_X.PercentDevoted6	999	

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15	N	Y	PercentDevotedGrades7_8	% time devoted to grades 7 - 8	char	3	S_ND_SSF_X.PercentDevoted78	999	
16	N	Y	PercentDevotedGrades9_12	% time devoted to grades 9 - 12	char	3	S_ND_SSF_X.PercentDevoted912	999	
17	N	Y	PositionCodeMajor	The position code of the major position held by the teacher.	char	2	S_ND_SSF_X.PositionCodeMajor	99	See Personnel Postions table
18	N	Y	ResponsibilityCodeMajor	The responsibility code of the major position held by the teacher.	char	3	S_ND_SSF_X.ResponsibilityCodeMajor	999	See Personnel Responsibilities table
19	N	Y	PercentTimeMajor	% time the teacher spends on this assignment.	char	3	S_ND_SSF_X.PercentTimeMajor	999	
20	N	N	PositionCodeOther1	The position code of the 1st other position held by the teacher.	char	2	S_ND_SSF_X.PositionCodeOther1	Blank-None 99	See Personnel Postions table
21	N	N	ResponsibilityCodeOther1	The responsibility code of the 1st other position held by the teacher.	char	3	S_ND_SSF_X.ResponsibilityCodeOther1	Blank-None 999	See Personnel Responsibilities table
22	N	N	PercentTimeOther1	% time the teacher spends on this assignment.	char	3	S_ND_SSF_X.PercentTimeOther1	Blank-None 999	
23	N	N	PositionCodeOther2	The position code of the 2nd other position held by the teacher.	char	2	S_ND_SSF_X.PositionIDOther2	Blank-None 99	See Personnel Postions table
24	N	N	ResponsibilityCodeOther2	The responsibility code of the 2nd other position held by the teacher.	char	3	S_ND_SSF_X.ResponsibilityIDOther2	Blank-None 999	See Personnel Responsibilities table
25	N	N	PercentTimeOther2	% time the teacher spends on this assignment.	char	3	S_ND_SSF_X.PercentTimeOther2	Blank-None 999	

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	Req for SS	Req For Reg SY	Name	Description	Data Type	Lgth	PowerSchool field	Format	Import Comments
26	N	N	PositionCodeOther3	The position code of the 3rd other position held by the teacher.	char	2	S_ND_SSF_X.PositionCodeOther3	Blank-None 99	See Personnel Postions table
27	N	N	ResponsibilityCodeOther3	The responsibility code of the 3rd other position held by the teacher.	char	3	S_ND_SSF_X.ResponsibilityCodeOther3	Blank-None 999	See Personnel Responsibilities table
28	N	N	PercentTimeOther3	% time the teacher spends on this assignment.	char	3	S_ND_SSF_X.PercentTimeOther3	Blank-None 999	
29	N	N	PositionCodeOther4	The position code of the 4th other position held by the teacher.	char	2	S_ND_SSF_X.PositionCodeOther4	Blank-None 99	See Personnel Postions table
30	N	N	ResponsibilityCodeOther4	The responsibility code of the 4th other position held by the teacher.	char	3	S_ND_SSF_X.ResponsibilityCodeOther4	Blank-None 999	See Personnel Responsibilities table
31	N	N	PercentTimeOther4	% time the teacher spends on this assignment.	char	3	S_ND_SSF_X.PercentTimeOther4	Blank-None 999	
32	N	Y	HighestDegreeEducationalDegreeTypeCode	The degree type for the personnel's highest level of education.	char	2	S_ND_USR_X.HighestDegreeTypeCode	99	See Personnel Educational Degrees table
33	N	Y	HighestDegreeEducationalInstitutionCode	The Code of the educational entity the highest degree is from.	char	6	S_ND_USR_X.HighestDegreeInstCode	999999	See Eductional Institutions
34	N	Y	HighestDegreeYearReceived	The year the highest degree was received.	char	4	S_ND_USR_X.HighestDegreeYear	9999	
35	N	Y	HighestDegreeGraduateSemesterHours	The number of graduate semester hours for the highest degree.	char	3	S_ND_USR_X.HighestDegreeHours	999	

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	Req for SS	Req For Reg SY	Name	Description	Data Type	Lgth	PowerSchool field	Format	Import Comments
36	N	Y	BachelorDegreeEducationalInstitutionCode	The Code of the educational instituation the bachelor's degree is from.	char	6	S_ND_USR_X.BachelorDegreeInstCode	999999	
37	N	Y	BachelorDegreeYearReceived	The year the bachelor degree was received. 0 indicates the value has not been entered.	char	4	S_ND_USR_X.BachelorDegreeYear	9999	
38	N	Y	EmailAddress	Teacher's Email Address	char	100			
39	Y	Y	FirstName	Teacher's First Name	char	50			
40	N	N	MiddleInitial	Teacher's Middle Initial	char	1			
41	Y	Y	LastName	Teacher's Last Name	char	50			
42	N	N	MaidenName	Teacher's Maiden Name	char	50	S_ND_USR_X.Maiden_name		
43	Y	Y	DateOfBirth	Teacher's Date of Birth	char	8		yyyymmdd	
44	Y	Y	Gender	Teacher's Gender	char	1		M - Male F - Female	
45	Y	Y	EthnicityID	Teacher's Ethnicity	char	1		1 - Hispanic or Latino 2 - Not Hispanic or Latino	
46	Y	Y	IsAmericanIndian	False = 0; true = 1	char	2		Must be 0 or 1.	American Indian or Alaskan Native
47	Y	Y	IsAsian	False = 0; true = 1	char	3		Must be 0 or 1.	Asian
48	Y	Y	IsPacific	False = 0; true = 1	char	5		Must be 0 or 1.	Native Hawaiian or Other Pacific Islander
49	Y	Y	IsBlackorAfricanAmerican	False = 0; true = 1	char	4		Must be 0 or 1.	Black or African American
50	Y	Y	IsWhite	False = 0; true = 1	char	6		Must be 0 or 1.	White
51	N	N	Enrollment_No	Enrollment Number	char	10		N/A	Should be 0 for all Imports.

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	Req for SS	Req For Reg SY	Name	Description	Data Type	Lgth	PowerSchool field	Format	Import Comments
52	Y	Y	**MandatedReportingTraining**	**False = 0; true = 1**	**char**	**1**		**Must be 0 or 1.**	**Indicates if staff has attended the mandated reporter training.**
53	N	N	**BachelorDegreeCountryCode**	**If bachelor's degree is 777777, then this is required.**	**char**	**4**		**xxxx**	See https://www.nd.gov/dpi/sites/www/files/documents/STARS/layouts/country.pdf for codes.
54	N	N	**HighestDegreeCountryCode**	**If highest degree is 777777, then this is required.**	**char**	**4**		**xxxx**	See https://www.nd.gov/dpi/sites/www/files/documents/STARS/layouts/country.pdf for codes.