

	Non Licensed Personnel (PER02) Demographics import/export file format				
	Format	Comma delimited			
	Data Validations	See validations document			

*** Changes are denoted in bold.

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Required for Regular School Year	Name	Description	Data Type	Length	Format	Import Comments
1 Y	SchoolYear	School Year of Collection	char	4	9999	If School Year is 2013-2014, Enter 2014
2 Y	School	County-District-plant	char	11	99-999-9999 or 999999999	
3 Y	StateGeneratedID	Employee Number generated by the state.	char	7	9999999	
4 Y	LastName	Last Name of the employee	char	50		
5 Y	FirstName	First Name of the employee	char	50		
6 N	MiddleInitial	Middle Initial of the employee	char	1		
7 N	MaidenName	Maiden Name of the employee	char	50		
8 Y	HighestDegreeEducationalDegreeTypeCode	The degree type for the personnel's highest level of education.	char	1	0 - Less than High School Diploma 1 - High School Diploma or GED 2 - Less than Two-Year College Course 3 - Approved Two-Year College Course 4 - Bachelor's Degree 5 - Master's Degree 6 - Approved Six-Year Course 7 - Doctor's Degree	See Nonlicensed Personnel Educational Degrees table.
9 Y	HourlyWage	The hourly amount of money to be paid.	char	6	999.99	Enter 0 or greater.
10 Y	YearsEmployed	The total number of years employed (0 – 99 inclusive).	char	2	99	
11 Y	DaysEmployed	The total number of days employed including paid vacations.	char	3	999	
12 Y	SchoolPersonnelID	The school's employee number/identifier for this Nonlicensed personnel record.	char	20		
13 Y	PositionCodeMajor	The ID of the major position the personnel holds.	char	2	99	See Nonlicensed Personnel Postions table
14 Y	PositionCertifiedStatusMajor	Indicates whether the personnel is fully certified for the position code. Only applicable for the following position codes: 08,45,47,48,49,50,58,59,60, 62 AND Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - Not Applicable 2 - Fully Certified 3 - Not Fully Certified	
15 N	PositionCertificationNumberMajor	The certificate number which is applicable for the following position codes: 08,45,47,48,49,50,58,59,60, 62 AND Responsibility = 115 (Special Ed Services).	char	10	Blank - Not Applicable	
16 Y	ResponsibilityCodeMajor	The ID of the personnel's responsibility	char	3	999	See Nonlicensed Personnel Responsibilites Table

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Required for Regular School Year	Name	Description	Data Type	Length	Format	Import Comments	
17	Y	PercentTimeMajor	The percent of time devoted to this responsibility.	char	3	999	
18	N	SpecialEdParaAgeMajor	Special Ed Paraprofessional Age Categories. If Major Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 1 - Ages 3 – 5 2 - Ages 6 - 21	
19	N	SpecialEdParaInstructionMajor	Special Ed Paraprofessional Instructional. If Major Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 1 - Provides Instructional Support 2 - Provides Non-Instructional Support	
20	N	PositionCodeOther1	The ID of the other position the personnel holds.	char	2	Blank - None 99	See Nonlicensed Personnel Postions table
21	N	PositionCertifiedStatusOther1	Indicates whether the personnel is fully certified for the position code. Only applicable for the following position codes: 08,45,47,48,49,50,58,59,60, 62 AND Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - Not Applicable 2 - Fully Certified 3 - Not Fully Certified	
22	N	PositionCertificationNumberOther1	The certificate number which is applicable for the following position codes: 08,45,47,48,49,50,58,59,60, 62 AND Responsibility = 115 (Special Ed Services).	char	10	Blank - Not Applicable	
23	N	ResponsibilityCodeOther1	The ID of the personnel's responsibility	char	3	Blank - None 999	See Nonlicensed Personnel Responsibilites Table
24	N	PercentTimeOther1	The percent of time devoted to this responsibility.	char	3	Blank - None 999	
25	N	SpecialEdParaAgeOther1	Special Ed Paraprofessional Age Categories. If Other1 Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 1 - Ages 3 – 5 2 - Ages 6 - 21	
26	N	SpecialEdParaInstructionOther1	Special Ed Paraprofessional Instructional. If Other1 Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 1 - Provides Instructional Support 2 - Provides Non-Instructional Support	
27	N	PositionCodeOther2	The ID of the other position the personnel holds.	char	2	Blank - None 99	See Nonlicensed Personnel Postions table
28	N	PositionCertifiedStatusOther2	Indicates whether the personnel is fully certified for the position code. Only applicable for the following position codes: 08,45,47,48,49,50,58,59,60, 62 AND Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - Not Applicable 2 - Fully Certified 3 - Not Fully Certified	

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Required for Regular School Year	Name	Description	Data Type	Length	Format	Import Comments
29 N	PositionCertificationNumberOther2	The certificate number which is applicable for the following position codes: 08,45,47,48,49,50,58,59,60, 62 AND Responsibility = 115 (Special Ed Services).	char	10	Blank - Not Applicable	
30 N	ResponsibilityCodeOther2	The ID of the personnel's responsibility	char	3	Blank - None 999	See Nonlicensed Personnel Responsibilites Table
31 N	PercentTimeOther2	The percent of time devoted to this responsibility.	char	3	Blank - None 999	
32 N	SpecialEdParaAgeOther2	Special Ed Paraprofessional Age Categories. If Other2 Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 1 - Ages 3 - 5 2 - Ages 6 - 21	
33 N	SpecialEdParaInstructionOther2	Special Ed Paraprofessional Instructional. If Other2 Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 1 - Provides Instructional Support 2 - Provides Non-Instructional Support	
34 N	PositionCodeOther3	The ID of the major position the personnel holds.	char	2		99 See Nonlicensed Personnel Postions table
35 N	PositionCertifiedStatusOther3	Indicates whether the personnel is fully certified for the position code. Only applicable for the following position codes: 08,45,47,48,49,50,58,59,60, 62 AND Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - Not Applicable 2 - Fully Certified 3 - Not Fully Certified	
36 N	PositionCertificationNumberOther3	The certificate number which is applicable for the following position codes: 08,45,47,48,49,50,58,59,60, 62 AND Responsibility = 115 (Special Ed Services).	char	10	Blank - Not Applicable	
37 N	ResponsibilityCodeOther3	The ID of the personnel's responsibility	char	3		999 See Nonlicensed Personnel Responsibilites Table
38 N	PercentTimeOther3	The percent of time devoted to this responsibility.	char	3		999
39 N	SpecialEdParaAgeOther3	Special Ed Paraprofessional Age Categories. If Other3 Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 1 - Ages 3 - 5 2 - Ages 6 - 21	
40 N	SpecialEdParaInstructionOther3	Special Ed Paraprofessional Instructional. If Other3 Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 1 - Provides Instructional Support 2 - Provides Non-Instructional Support	
41 N	PositionCodeOther4	The ID of the major position the personnel holds.	char	2		99 See Nonlicensed Personnel Postions table

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Required for Regular School Year	Name	Description	Data Type	Length	Format	Import Comments
42	N	PositionCertifiedStatusOther4	Indicates whether the personnel is fully certified for the position code. Only applicable for the following position codes: 08,45,47,48,49,50,58,59,60, 62 AND Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - Not Applicable 2 - Fully Certified 3 - Not Fully Certified
43	N	PositionCertificationNumberOther4	The certificate number which is applicable for the following position codes: 08,45,47,48,49,50,58,59,60, 62 AND Responsibility = 115 (Special Ed Services).	char	10	Blank - Not Applicable
44	N	ResponsibilityCodeOther4	The ID of the personnel's responsibility	char	3	999 See Nonlicensed Personnel Responsibilities Table
45	N	PercentTimeOther4	The percent of time devoted to this responsibility.	char	3	999
46	N	SpecialEdParaAgeOther4	Special Ed Paraprofessional Age Categories. If Other4 Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 1 - Ages 3 – 5 2 - Ages 6 - 21
47	N	SpecialEdParalInstructionOther4	Special Ed Paraprofessional Instructional. If Other4 Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 1 - Provides Instructional Support 2 - Provides Non-Instructional Support
48	N	SpeechLangPathStateBoardLicenseNumber	Speech-Language Pathologist State Board of Examiners License Number. If Major Position or Other Position 1 or Other Position 2 or Other Position 3 or Other Position 4 = 62 then collect this.	char	10	Blank - None 9999999
49	N	SpeechLangPathParaCertNumber	Speech-Language Pathology Paraprofessional Certificate Number. If Major Position or Other Position 1 or Other Position 2 or Other Position 3 or Other Position 4 = 63 then collect this.	char	10	Blank - None 9999999
50	N	SpeechLangPathParaSupLastName	Speech-Language Pathology Paraprofessional Supervisor's Last Name. If Major Position or Other Position 1 or Other Position 2 or Other Position 3 or Other Position 4 = 63 then collect this.	char	50	Blank - None
51	N	SpeechLangPathParaSupFirstName	Speech-Language Pathology Paraprofessional Supervisor's First Name. If Major Position or Other Position 1 or Other Position 2 or Other Position 3 or Other Position 4 = 63 then collect this.	char	50	Blank - None

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Required for Regular School Year	Name	Description	Data Type	Length	Format	Import Comments
52 N	SpeechLangPathParaSupMI	Speech-Language Pathology Paraprofessional Supervisor's MI. If Major Position or Other Position 1 or Other Position 2 or Other Position 3 or Other Position 4 = 63 then collect this.	char	1	Blank - None	
53 N	SpeechLangPathParaSupLicenseNumber	Speech-Language Pathology Paraprofessional Supervisor's License Number. If Major Position or Other Position 1 or Other Position 2 or Other Position 3 or Other Position 4 = 63 then collect this.	char	10	Blank - None 9999999	
54 N	SpeechLangPathParaSupLicenseExpireDate	Speech-Language Pathology Paraprofessional Supervisor's License Expire Date. If Major Position or Other Position 1 or Other Position 2 or Other Position 3 or Other Position 4 = 63 then collect this.	char	8	Blank - None yyyymmdd	
55 N	SpecialEdParaCertificateNumber	Special Ed Paraprofessional Certificate Number. If Major Position = 71 and Responsibility = 115 (Special Ed Services) then collect this if available.	char	10	Blank - None 9999999	
56 N	SpecialEdParaCompletedTraining	Special Ed Paraprofessional Completed Training. If Major Position = 71 and Responsibility = 115 (Special Ed Services) then collect this.	char	1	Blank - None 0 - No 1 - Yes	
57 N	TitleParaCertificateNumber	The Title I Paraprofessional certificate or license number. If Major Position or Other Position 1 or Other Position 2 or Other Position 3 or Other Position 4 = 71 and corresponding Responsibility = 113 (Title I Services) then collect this.	char	10	Blank - None 999999	
58 N	TitleParaDuties	The description of duties performed by the Title I Paraprofessional. If Major Position or Other Position 1 or Other Position 2 or Other Position 3 or Other Position 4 = 71 and corresponding Responsibility = 113 (Title I Services) then collect this.	char	200	Blank - None If longer than 200 characters, complete online.	
59 N	DriversLicenseNbrMajor	The drivers license of the nonlicensed personnel.	char	4	Blank - last four digits of driver's license number	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
60 N	DriversLicenseClassMajor	The drivers license class of the nonlicensed personnel.	char	1	Valid Values: A, B, C, D	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
61 N	HealthCardExpDateMajor	Health card expiration date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be a future date.

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Required for Regular School Year	Name	Description	Data Type	Length	Format	Import Comments
62 N	DDC4CompletionDateMajor	DDC4 Completion date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be a future date. Warning if within the school year.
63 N	WorkshopAttendanceDateMajor	Workshop Attendance date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be between August 1st and June 1st of the current school year.
64 N	WorkshopLocationMajor	Workshop location of the workshop attended.	char	100	Blank - none	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
65 Y	FMCSAMajor	Registered with the FMCSA Clearinghouse	char	1	1 - Registered 0 - Not Registered	
66 N	DriversLicenseNbrOther1	The drivers license of the nonlicensed personnel.	char	4	Blank - last four digits of driver's license number	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
67 N	DriversLicenseClassOther1	The drivers license class of the nonlicensed personnel.	char	1	Valid Values: A, B, C, D	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
68 N	HealthCardExpDateOther1	Health card expiration date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be a future date.
69 N	DDC4CompletionDateOther1	DDC4 Completion date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be a future date. Warning if within the school year.
70 N	WorkshopAttendanceDateOther1	Workshop Attendance date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be between August 1st and June 1st of the current school year.
71 N	WorkshopLocationOther1	Workshop location of the workshop attended.	char	100	Blank - none	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
72 Y	FMCSAOther1	Registered with the FMCSA Clearinghouse	char	1	1 - Registered 0 - Not Registered	
73 N	DriversLicenseNbrOther2	The drivers license of the nonlicensed personnel.	char	4	Blank - last four digits of driver's license number	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
74 N	DriversLicenseClassOther2	The drivers license class of the nonlicensed personnel.	char	1	Valid Values: A, B, C, D	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
75 N	HealthCardExpDateOther2	Health card expiration date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be a future date.

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Required for Regular School Year	Name	Description	Data Type	Length	Format	Import Comments	
76	N	DDC4CompletionDateOther2	DDC4 Completion date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be a future date. Warning if within the school year.
77	N	WorkshopAttendanceDateOther2	Workshop Attendance date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be between August 1st and June 1st of the current school year.
78	N	WorkshopLocationOther2	Workshop location of the workshop attended.	char	100	Blank - none	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
79	Y	FMCSAOther2	Registered with the FMCSA Clearinghouse	char	1	1 - Registered 0 - Not Registered	
80	N	DriversLicenseNbrOther3	The drivers license of the nonlicensed personnel.	char	4	Blank - last four digits of driver's license number	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
81	N	DriversLicenseClassOther3	The drivers license class of the nonlicensed personnel.	char	1	Valid Values: A, B, C, D	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
82	N	HealthCardExpDateOther3	Health card expiration date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be a future date.
83	N	DDC4CompletionDateOther3	DDC4 Completion date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be a future date. Warning if within the school year.
84	N	WorkshopAttendanceDateOther3	Workshop Attendance date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be between August 1st and June 1st of the current school year.
85	N	WorkshopLocationOther3	Workshop location of the workshop attended.	char	100	Blank - none	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
86	Y	FMCSAOther3	Registered with the FMCSA Clearinghouse	char	1	1 - Registered 0 - Not Registered	
87	N	DriversLicenseNbrOther4	The drivers license of the nonlicensed personnel.	char	4	Blank - last four digits of driver's license number	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
88	N	DriversLicenseClassOther4	The drivers license class of the nonlicensed personnel.	char	1	Valid Values: A, B, C, D	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
89	N	HealthCardExpDateOther4	Health card expiration date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be a future date.

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90 N	DDC4CompletionDateOther4	DDC4 Completion date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be a future date. Warning if within the school year.
91 N	WorkshopAttendanceDateOther4	Workshop Attendance date of the nonlicensed personnel.	char	8	MM/DD/YY	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver). Must be between August 1st and June 1st of the current school year.
92 N	WorkshopLocationOther4	Workshop location of the workshop attended.	char	100	Blank - none	Required if corresponding position = 13 (pupil transportation) or 74 (Vehicle Operator) AND corresponding Responsibility = 613 (Bus Driver) or 614 (Substitute Bus Driver).
93 Y	FMCSAOther4	Registered with the FMCSA Clearinghouse	char	1	1 - Registered 0 - Not Registered	