

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	Length	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	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	9	
6	N	Y	Salary	The salary for the school year.	char	6	999999	
7	N	Y	DaysContractPeriod	The contract period in days.	char	3	999	
8	N	Y	YearsEducationalExperience	The number of years of experience the teacher has.	char	2	99	
9	N	Y	PreviousEmploymentTypeCode	The employment type code for the previous year.	char	1	X	See Previous Employment Types chart
10	N	Y	YearsAdministrationExperience	The number of years of administration experience the teacher has.	char	2	99	
11	N	Y	PercentDevotedPK	% time devoted to special ed pre-kindergarten.	char	3	999	
12	N	Y	PercentDevotedKindergarten	% time devoted to kindergarten	char	3	999	
13	N	Y	PercentDevotedGrades1_6	% time devoted to grades 1 - 6	char	3	999	
14	N	Y	PercentDevotedGrades7_8	% time devoted to grades 7 - 8	char	3	999	
15	N	Y	PercentDevotedGrades9_12	% time devoted to grades 9 - 12	char	3	999	
16	N	Y	PositionCodeMajor	The position code of the major position held by the teacher.	char	2	99	See Personnel Postions table
17	N	Y	ResponsibilityCodeMajor	The responsibility code of the major position held by the teacher.	char	3	999	See Personnel Responsibilities table
18	N	Y	PercentTimeMajor	% time the teacher spends on this assignment.	char	3	999	
19	N	N	PositionCodeOther1	The position code of the 1st other position held by the teacher.	char	2	Blank-None 99	See Personnel Postions table

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20	N	N	ResponsibilityCodeOther1	The responsibility code of the 1st other position held by the teacher.	char	3	Blank-None 999	See Personnel Responsibilities table
21	N	N	PercentTimeOther1	% time the teacher spends on this assignment.	char	3	Blank-None 999	
22	N	N	PositionCodeOther2	The position code of the 2nd other position held by the teacher.	char	2	Blank-None 99	See Personnel Postions table
23	N	N	ResponsibilityCodeOther2	The responsibility code of the 2nd other position held by the teacher.	char	3	Blank-None 999	See Personnel Responsibilities table
24	N	N	PercentTimeOther2	% time the teacher spends on this assignment.	char	3	Blank-None 999	
25	N	N	PositionCodeOther3	The position code of the 3rd other position held by the teacher.	char	2	Blank-None 99	See Personnel Postions table
26	N	N	ResponsibilityCodeOther3	The responsibility code of the 3rd other position held by the teacher.	char	3	Blank-None 999	See Personnel Responsibilities table
27	N	N	PercentTimeOther3	% time the teacher spends on this assignment.	char	3	Blank-None 999	
28	N	N	PositionCodeOther4	The position code of the 4th other position held by the teacher.	char	2	Blank-None 99	See Personnel Postions table
29	N	N	ResponsibilityCodeOther4	The responsibility code of the 4th other position held by the teacher.	char	3	Blank-None 999	See Personnel Responsibilities table
30	N	N	PercentTimeOther4	% time the teacher spends on this assignment.	char	3	Blank-None 999	
31	N	Y	HighestDegreeEducationalDegreeTypeCode	The degree type for the personnel's highest level of education.	char	2	99	See Personnel Educational Degrees table
32	N	Y	HighestDegreeEducationalInstitutionCode	The Code of the educational entity the highest degree is from.	char	6	999999	See Eductional Institutions
33	N	Y	HighestDegreeYearReceived	The year the highest degree was received.	char	4	9999	
34	N	Y	HighestDegreeGraduateSemesterHours	The number of graduate semester hours for the highest degree.	char	3	999	

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35	N	Y	BachelorDegreeEducationalInstitutionCode	The Code of the educational institution the bachelor's degree is from.	char	6	999999	
36	N	Y	BachelorDegreeYearReceived	The year the bachelor degree was received. 0 indicates the value has not been entered.	char	4	9999	
37	N	Y	EmailAddress	Teacher's Email Address	char	100		