

**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	PreviousEmploymentTypeCode	The employment type code for the previous year.	char	1	S_ND_USR_X.PreviousEmployment	X	See Previous Employment Types chart
10	N	Y	YearsAdministrationExperience	The number of years of administration experience the teacher has.	char	2	S_ND_USR_X.YearsAdminExperience	99	
11	N	Y	PercentDevotedPK	% time devoted to special ed pre-kindergarten.	char	3	S_ND_SSF_X.PercentDevotedSpecEd	999	
12	N	Y	PercentDevotedKindergarten	% time devoted to kindergarten	char	3	S_ND_SSF_X.PercentDevotedKinder	999	
13	N	Y	PercentDevotedGrades1_6	% time devoted to grades 1 - 6	char	3	S_ND_SSF_X.PercentDevoted16	999	
14	N	Y	PercentDevotedGrades7_8	% time devoted to grades 7 - 8	char	3	S_ND_SSF_X.PercentDevoted78	999	
15	N	Y	PercentDevotedGrades9_12	% time devoted to grades 9 - 12	char	3	S_ND_SSF_X.PercentDevoted912	999	

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16	N	Y	PositionCodeMajor	The position code of the major position held by the teacher.	char	2	S_ND_SSF_X.P ositionCodeMajo r	99	See Personnel Postions table
17	N	Y	ResponsibilityCodeMajor	The responsibility code of the major position held by the teacher.	char	3	S_ND_SSF_X.R esponsibilityCod eMajor	999	See Personnel Responsibilities table
18	N	Y	PercentTimeMajor	% time the teacher spends on this assignment.	char	3	S_ND_SSF_X.P ercentTimeMajor	999	
19	N	N	PositionCodeOther1	The position code of the 1st other position held by the teacher.	char	2	S_ND_SSF_X.P ositionCodeOthe r1	Blank-None 99	See Personnel Postions table
20	N	N	ResponsibilityCodeOther1	The responsibility code of the 1st other position held by the teacher.	char	3	S_ND_SSF_X.R esponsibilityCod eOther1	Blank-None 999	See Personnel Responsibilities table
21	N	N	PercentTimeOther1	% time the teacher spends on this assignment.	char	3	S_ND_SSF_X.P ercentTimeOther 1	Blank-None 999	
22	N	N	PositionCodeOther2	The position code of the 2nd other position held by the teacher.	char	2	S_ND_SSF_X.P ositionIDOther2	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	S_ND_SSF_X.R esponsibilityIDOt her2	Blank-None 999	See Personnel Responsibilities table
24	N	N	PercentTimeOther2	% time the teacher spends on this assignment.	char	3	S_ND_SSF_X.P ercentTimeOther 2	Blank-None 999	
25	N	N	PositionCodeOther3	The position code of the 3rd other position held by the teacher.	char	2	S_ND_SSF_X.P ositionCodeOthe r3	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	S_ND_SSF_X.R esponsibilityCod eOther3	Blank-None 999	See Personnel Responsibilities table

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27	N	N	PercentTimeOther3	% time the teacher spends on this assignment.	char	3	S_ND_SSF_X.PercentTimeOther3	Blank-None999	
28	N	N	PositionCodeOther4	The position code of the 4th other position held by the teacher.	char	2	S_ND_SSF_X.PositionCodeOther4	Blank-None99	See Personnel Postions table
29	N	N	ResponsibilityCodeOther4	The responsibility code of the 4th other position held by the teacher.	char	3	S_ND_SSF_X.ResponsibilityCodeOther4	Blank-None999	See Personnel Responsibilities table
30	N	N	PercentTimeOther4	% time the teacher spends on this assignment.	char	3	S_ND_SSF_X.PercentTimeOther4	Blank-None999	
31	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
32	N	Y	HighestDegreeEducationalInstitutionCode	The Code of the educational entity the highest degree is from.	char	6	S_ND_USR_X.HighestDegreeInstCode	999999	See Educational Institutions
33	N	Y	HighestDegreeYearReceived	The year the highest degree was received.	char	4	S_ND_USR_X.HighestDegreeYear	9999	
34	N	Y	HighestDegreeGraduateSemesterHours	The number of graduate semester hours for the highest degree.	char	3	S_ND_USR_X.HighestDegreeHours	999	
35	N	Y	BachelorDegreeEducationalInstitutionCode	The Code of the educational institution the bachelor's degree is from.	char	6	S_ND_USR_X.BachelorDegreeInstCode	999999	
36	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	
37	N	Y	EmailAddress	Teacher's Email Address	char	100			
38	Y	Y	<b>FirstName</b>	<b>Teacher's First Name</b>	<b>char</b>	<b>50</b>			

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39	N	N	MiddleInitial	Teacher's Middle Initial	char	1		
40	Y	Y	LastName	Teacher's Last Name	char	50		
41	N	N	MaidenName	Teacher's Maiden Name	char	50	S_ND_USR_X.M aiden_name	
42	Y	Y	DateOfBirth	Teacher's Date of Birth	char	8		yyyymmdd
43	Y	Y	Gender	Teacher's Gender	char	1		M - Male F - Female
44	Y	Y	EthnicityD	Teacher's Ethnicity	char	1		1 - Hispanic or Latino 2 - Not Hispanic or Latino
45	Y	Y	IsAmericanIndian	False = 0; true = 1	char	2		Must be 0 or 1. American Indian or Alaskan Native
46	Y	Y	IsAsian	False = 0; true = 1	char	3		Must be 0 or 1. Asian
47	Y	Y	IsPacific	False = 0; true = 1	char	5		Must be 0 or 1. Native Hawaiian or Other Pacific Islander
48	Y	Y	IsBlackorAfricanAmerican	False = 0; true = 1	char	4		Must be 0 or 1. Black or African American
49	Y	Y	IsWhite	False = 0; true = 1	char	6		Must be 0 or 1. White
50	N	N	Enrollment_No	Enrollment Number	char	10		N/A Should be 0 for all Imports.