

| Non Licensed Personnel (PER02) Demographics import/export file format | | | | | | | |
|---|--|---|--------------------------|--------|---|--|--|
| | | | | | | | |
| | | Format | Comma delimited | | | | |
| | | Data Validations | See validations document | | | | |
| *** Changes for School Year 2013-2014 are denoted in bold. | | | | | | | |
| Personnel new to your school should be entered online. To obtain the StateGeneratedID for your personnel who were employed last year, 1. Login to STARS and do a rollover for the Nonlicensed Personnel(PER02) to the current year. 2. Export your data to obtain the StateGeneratedID for each person employed with your school last year. | | | | | | | |
| 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 9999999999 | | |
| 3 Y | StateGeneratedID | Employee Number generated by the state. | char | 7 | 99999999 | | |
| 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 | | |

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| | Required for Regular School Year | Name | Description | Data Type | Length | Format | Import Comments |
|----|----------------------------------|----------------------------------|--|-----------|--------|--|---|
| 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 |
| 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 | |

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| | Required for Regular School Year | Name | Description | Data Type | Length | Format | Import Comments |
|----|----------------------------------|-----------------------------------|--|-----------|--------|--|---|
| 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 |

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| Required for Regular School Year | Name | Description | Data Type | Length | Format | Import | Comments |
| 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 | |
| 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 Responsibilities 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 |

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| Required for Regular School Year | Name | Description | Data Type | Length | Format | Import | Comments |
| 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 Responsibilities 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 | SpecialEdParaInstructionOther4 | 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 | |

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|----|----------------------------------|---|---|-----------|--------|-------------------------|-----------------|
| 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 | SpeechLangPathParaCertificateNumber | 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 | SpeechLangPathParaSupervisorLastName | 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 | SpeechLangPathParaSupervisorFirstName | 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 | |
| 52 | N | SpeechLangPathParaSupervisorMI | 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 | SpeechLangPathParaSupervisorLicenseNumber | 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 | |

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|----|----------------------------------|--|--|-----------|--------|---|-----------------|
| 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 | TitleIParaCertificateNumber | 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 | TitleIParaDuties | 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. | |