

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

*** Changes for School Year 2017-2018 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 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	

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

*** Changes for School Year 2017-2018 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	
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	
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	

Non Licensed Personnel (PER02) Demographics import/export file format							
		Format	Comma delimited				
		Data Validations	See validations document				
*** Changes for School Year 2017-2018 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	
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	
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

Non Licensed Personnel (PER02) Demographics import/export file format

Format Comma delimited
Data Validations See validations document

*** Changes for School Year 2017-2018 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
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
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

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

*** Changes for School Year 2017-2018 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
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	
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	
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	

Non Licensed Personnel (PER02) Demographics import/export file format						
Format Comma delimited						
Data Validations See validations document						
*** Changes for School Year 2017-2018 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
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 9999999	
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).

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

*** Changes for School Year 2017-2018 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
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.
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 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).
66 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).
67 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.
68 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.
69 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.
70 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).

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

*** Changes for School Year 2017-2018 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	
71	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).
72	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).
73	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.
74	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.
75	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.
76	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).
77	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).
78	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).
79	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.
80	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.

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

*** Changes for School Year 2017-2018 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
81 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.
82 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).
83 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).
84 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).
85 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.
86 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.
87 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.
88 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).