Data Standard Census, Staff Information
Rev. 7/3/2023

Ownership and History

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Office of Educator Licensure and Effectiveness

Revision history

July 3, 2023
Updated data steward
Updated broken links
Updated classic view and search pathways

March 1, 2023
Updated vacancy information to include additional placeholders

November 14, 2022
Updated guidance on staff history tab to include vacancy and long-term substitute information.

October 5, 2022
Updated guidance on staff history tab.

September 4, 2022
Corrected the assignment type number for 05: Speech Therapist and Librarian.

August 23, 2022
Added guidance on using placeholder staff for vacancies and college professor.

Included information on where to find EPSB ID for ESPB certified staff.

Updated guidance on assignment type to use for various staff.

March 24, 2022
Updated guidance on state reporting location of EPSB ID for certified staff, moved from Credentials to District Employment license number field.

Updated guidance on demographics.

Sections rearranged.

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July 9, 2021
Updated Campus Community links and updated data steward.

Contents

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Overview

Description

This standard reflects the information required to correctly enter staff into the Census data in Infinite Campus.

Regulation citation(s)
- LEAD Reporting (KRS 161.1221; 16 KAR 1:050)
- Frequently Asked Questions about Certification

Data use
- LEAD Reporting
-
- Teacher of Record
- Data Sharing between systems – Kentucky Longitudinal Data System

Related KY State Reporting | KDE Reports
- IC Employment Verification
- MUNIS EPSB Upload
- School Profile Courses
- Teacher Counts
- Teacher Equity
- Teacher Turnover

Resources/ Training
- **Campus Community articles**
  - Staff Locator
  - Demographics
  - District Employment
  - District Assignments

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Section A – New Staff

Tool Search: Staff Locator Wizard

Staff Locator should always be used when adding a new staff member.
Enter all known options to search for staff and former students throughout the state.

Hover over each search result to view additional information to determine if a match was found,
- *Local Staff, click to display local records* (has an arrow to left of name if he/she has ever had a Local Staff Number, District Employment record and/or District Assignment record)
- *Local Non-Staff Person, click to add staff record* (maybe a former student or household member)
- *Out of District Person, click to add to current district*

If the correct staff member is not available in the search results, select *'**Create new District Staff'.**

The **New Staff** screen will appear.

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Person Information

Last Name: The last name given to a person as indicated on their birth certificate, social security card, passport or through a legal name change, such as adoption or marriage certificate

First Name: The first name given to a person as indicated on their birth certificate, social security card, passport or through a legal name change, such as adoption or marriage certificate

Middle Name: The middle name given to a teacher as indicated on their birth certificate, social security card, passport or through a legal name change, such as adoption or marriage certificate

Gender: Select the gender of the person, Male or Female

Birth Date: Enter the birth date of the person

Soc Sec Number: This field should contain the official number given by the Social Security Administration for this person (required to upload EPSB ID to Munis)

Race/Ethnicity: Select the appropriate answer for the question, '**Is the individual Hispanic/Latino?**' Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term ``Spanish origin'' can be used in addition to ``Hispanic/Latino or Latino.'' After selecting the appropriate answer to the Hispanic question, at least one of the following race codes should also be selected:

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- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa**.**
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Person Identifiers

Student State ID: If the person was a student, this field may be populated but greyed out.

Local Staff Number: This optional field should contain only unique numeric values. No letter values are permitted.

Staff State ID: Kentucky does not use this option.

Section B – District Employment

Tool Search: District Employment

Start Date: Indicates the date on which employment in the district began for the staff person.

End Date: Indicates the date on which employment in the district ends for the staff person.

License Number: All EPSB certified staff must have their EPSB ID Number in this field for LEAD and other KDE reports.

A staff member's EPSB ID number is
- The certificate number on an ESPB certification certificate
- Available to authorized users by using the Person Search function of the Kentucky Educator Credentialing System (KECS)

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Placeholder staff records should be created for vacancies and/or college professors. Vacancies can be used at multiple schools, but each vacancy should use a separate ID number within a school. Each placeholder staff record within a school should include a unique EPSB ID from the following list:

EPSB ID	First Name	Last Name
271	Placeholder	College Professor
261	Placeholder	Vacancy01
262	Placeholder	Vacancy02
263	Placeholder	Vacancy03
264	Placeholder	Vacancy04
265	Placeholder	Vacancy05
266	Placeholder	Vacancy06
267	Placeholder	Vacancy07
268	Placeholder	Vacancy08
269	Placeholder	Vacancy09
260	Placeholder	Vacancy10
641	Placeholder	Vacancy11
642	Placeholder	Vacancy12
643	Placeholder	Vacancy13
644	Placeholder	Vacancy14
645	Placeholder	Vacancy15
646	Placeholder	Vacancy16
647	Placeholder	Vacancy17
648	Placeholder	Vacancy18
649	Placeholder	Vacancy19
650	Placeholder	Vacancy20

Section C – District Assignments

Tool Search: District Assignments

School: Select the school where the staff member is working.

Start Date: The date the assignment began at the school.

End Date: The date the assignment ended at the school.

Type: Select the appropriate employee Type.
- 01: Teacher – Use for ESPB certified teachers.
- 02: Administrator – Use for EPSB certified administrator such as a principal, assistant principal, instructional coach, Director of Pupil Personnel (DPP), etc.
- 03: Counselor – Use for EPSB certified guidance counselor.
- 04: Support – Use for classified staff such as attendance clerks, instructional assistants, bus drivers, custodians, cafeteria staff, etc.
- 05: Speech Therapist – Use for speech therapist regardless of certification entity. Only those certified by EPSB need an EPSB ID as their District Employment License Number.
- 06: Librarian – Use for EPSB certified library media specialist.
- 07: Other – Use to designate an **Alternate Type**.

Alternate Type: If you choose 'Other' from the Employee Type dropdown; this data element is activated to specify the Other Employee Type.

- AUD: Audiologist
- CC: Career Counselor/Coach
- INT: Interpreter
- LPN: Licensed Practical Nurse
- LPC: Licensed Professional Clinical Counselor
- OCC: Occupational Therapist
- ONP: Other Non-Professional
- OPR: Other Professional
- PHT: Physical Therapist

- PSY: Psychologist
- REC: Recreation Therapist
- RN: Registered Nurse/Advanced Practice RN
- REH: Rehabilitation Counselor
- ISC: School Instructional Specialist/Coach
- SOW: Social Worker
- TAD: Teacher Aide
- WSC: Work Study Coordinator

District Assignment Checkboxes: These checkboxes determine, in addition to appropriate tool rights, what access a user has to certain areas of the product. See the District Assignment Checkboxes section for more information.

Student Voice Survey: This field is used to set the grade level for STUDENT Surveys for teachers. See STUDENT Survey Implementation Guide for more information.

Section D – Staff Demographics and Identities

Tool Search: Demographics

Person Information

Saving changes on Demographics overwrites the current identity record. To maintain a history of changes such as name changes, go to Census | People | Identities and create a New record.

Person Identifiers

Changes saved on Demographics overwrite the current identity record. To maintain a history of updates such as name changes, go to Census | People | Identities and create a New record.

Personal Contact Information

Email address: Enter the district email address for the staff person and select the appropriate Messenger Preferences Contact Reasons.
Secondary Email: For staff who are also parent/guardians of students, enter a personal email address for communications about family members and select the appropriate Messenger Preferences Contact Reasons.

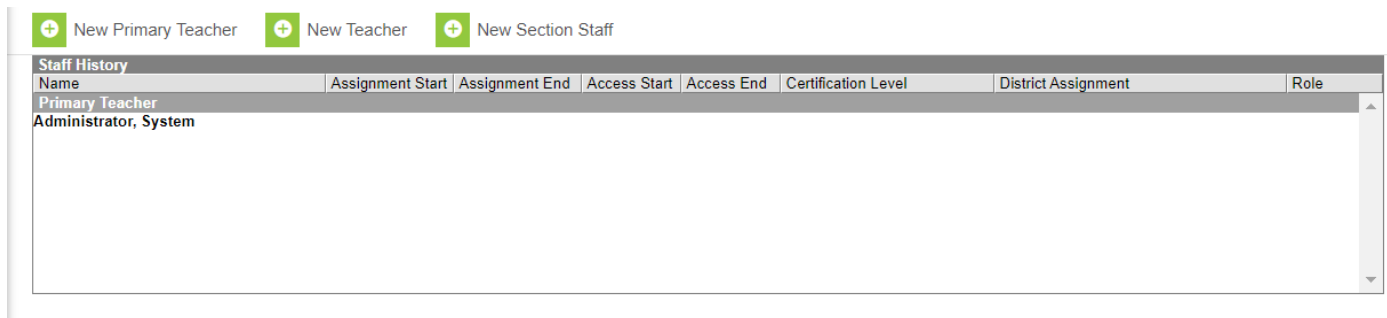## Section E – Credentials (Optional)

Tool Search: Credentials

OPTIONAL: Certified staff no longer need to have Credentials information for state reporting purposes. See Section B – District Employment for new EPSB ID location.

Section F – Teacher Addresses and Households (Optional)

OPTIONAL: For information on adding address and making staff members of households, see Section E and Section F of the Census data standard.

Section G – Staff History tab

Tool Search: Section Staff History

Add staff based on their role:

Primary Teacher – Certified teacher who has been assigned the lead responsibility for the student's learning in a subject/course. This person is the Teacher of Record. Schools should assign a primary teacher to every section.

Teacher – An individual who has been assigned the responsibility to provide additional services that support and increase a student's learning and has access to the section's grade book and attendance roster.

Section Staff – An individual who has been assigned the responsibility to provide additional services that support and increase a student's learning, but does not have access to section's grade book and attendance roster.

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Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

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Staff History Detail
Primary Teacher

Name                    District Assignment
Teacher, Primary          [  v ]

Assignment
                        Start Date              End Date
                        [_____][cal]         [_____][cal]

Access to Section Dates
                        Start Date              End Date
(•) Unrestricted        [_____]              [_____]
( ) Date Range


Comments
[_____]
                - Modified by: Administrator, System 04/11/2018 10:23

Teacher Display Name on Section
Making a change to the Teacher Display Name here will update the value on the Section tab.

(•) Continue using the current Teacher Display Name from the Section tab: Teacher, Primary
( ) Use a new Teacher Display Name on the Section tab: [Teacher, Primary]
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Assignment – Dates the instructor began and ended the teaching assignment on the course section. In most situations, these fields will be left blank. They are only populated if the primary teacher, teacher or section staff are assigned to the section after the first day of the first schedule term, or if the primary teacher, teacher or section staff are no longer assigned to the section before the end of the last scheduled term.

Access to Section Dates – Entered dates determine when a primary teacher or teacher can access course information in Campus Instruction (Grade Book, Planner, etc.). Unrestricted - Allows access to Campus Instruction tools without restriction for the duration of the calendar year. Date Range - Access to Campus Instruction tools is limited to the time between the entered dates.

Teacher Display Name on Section

Continue using the current Teacher Display Name from the section tab. This selection will continue to display the primary teacher's name as it is currently entered.

Use a new Teacher Display Name on the Section tab. Use this option when changing the primary teacher. When this option is selected, the person making the change can enter in the display name. This is helpful in elementary schools where the primary teacher name is displayed along with breakout section teachers, like music teacher or the art teacher.

Long Term Substitutes

When a long-term substitute is covering a vacant position, the primary teacher should be a vacancy placeholder staff account (see Section B for vacancy placeholder EPSB IDs). If district guidance allows, adding the substitute as a Teacher will allow the substitute to post attendance and update the gradebook. Access to section date should be used to prevent continuous access to these tools after a permanent teacher is hired.