

# 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.

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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.

#### Staff Locator

Search for a staff already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff member's Staff State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Staff button.

Name	Staff State ID	Gender	Birth Date	%
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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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**New Staff**  
Create a new staff in Edmonson County District  
Fill out the form and click save to create a new staff.

**Person Information**  
\*Last Name [text] \*First Name [text] Middle Name [text] Suffix [dropdown]  
\*Gender [dropdown] Birth Date [calendar] Soc Sec Number [text]  
**Race/Ethnicity**  
Is the individual Hispanic/Latino? [dropdown]  
Is the individual from one or more of the these races?  
(check all that apply)  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
State Race Ethnicity [text]  
Race/Ethnicity Determination [dropdown]  
Home Primary Language [dropdown]  
Native American Language [dropdown]

**Person Identifiers**  
Student State ID [text]  
Local Staff Number [text]  
Staff State ID [text]  
Person GUID [text]

**Employment Information**  
Start Date [calendar] End Date [calendar]  
Teaching Start Year [calendar] Teaching Years Modifier [text]  
License Number [text] FTE Percent (whole number 0-100) [text]  
Seniority [dropdown] Education [dropdown]

Save

## 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

The screenshot shows a form titled "Employment Information" with the following fields:

<b>*Start Date</b> <input type="text"/>	<b>End Date</b> <input type="text"/>
<b>Teaching Start Year</b> <input type="text"/>	<b>Teaching Years Modifier</b> <input type="text"/>
<b>License Number</b> <input type="text"/>	<b>FTE Percent (whole number 0-100)</b> <input type="text"/>
<b>Seniority</b> <input type="text"/>	<b>Education</b> <input type="text"/>

**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:

<b>EPSB ID</b>	<b>First Name</b>	<b>Last Name</b>
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

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## Section C – District Assignments

### Tool Search: District Assignments

The screenshot shows a web form titled "Employment Assignment Information". It contains several sections of input fields:

- \*School:** A dropdown menu.
- Department:** A dropdown menu.
- \*Start Date:** A date picker.
- End Date:** A date picker.
- Title:** A dropdown menu with "Select a Value" as the current selection.
- Type:** A dropdown menu.
- FTE of Assignment:** A text input field.
- Assignment Code:** A text input field with a search icon.
- Alternate Type:** A dropdown menu.
- Highly Qualified:** A dropdown menu.
- Reading First:** A dropdown menu.
- PD Year:** A dropdown menu.
- Evaluation Override:** A dropdown menu.
- PD Class Type:** A dropdown menu.
- PD Class Offered By:** A dropdown menu.
- PD Class Applied Hours:** A text input field.
- Teacher:**
- Special Ed:**
- Program Admin:**
- Health:**
- Behavior Response Approver:**
- Response to Intervention:**
- Advisor:**
- Supervisor:**
- Counselor:**
- Foodservice:**
- Exclude Behavior Referral:**
- Self Service Approver:**
- FRAM Processor:**
- External LMS Exclude:**
- Comments:** A large text area.
- Exclude:**
- \*Student Voice Survey:** A dropdown menu with "0: Not Participating" selected.

**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.



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- 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.

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### Section E – Credentials (Optional)

#### Tool Search: Credentials

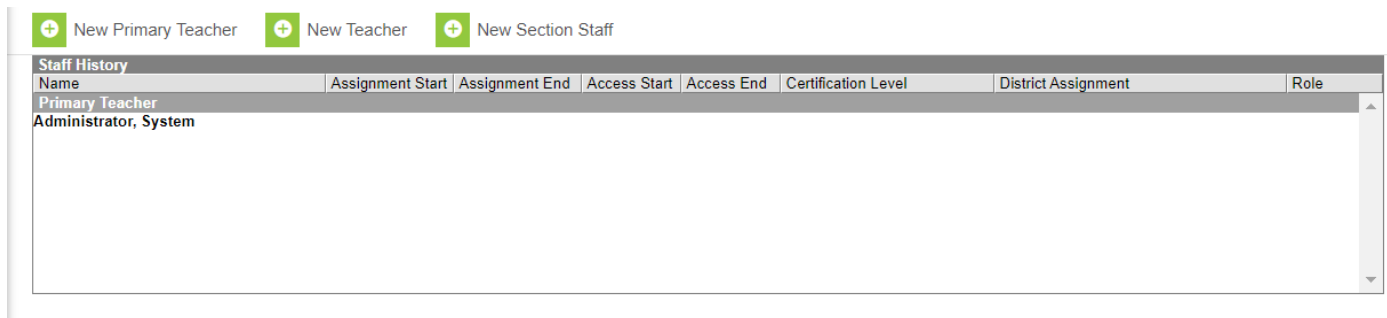
OPTIONAL: Certified staff no longer need to have Credentials information for state reporting purposes. See [Section B – District Employment](#) for new EPSB ID location.

### 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



The screenshot shows a software interface for staff history. At the top, there are three green buttons with plus signs: 'New Primary Teacher', 'New Teacher', and 'New Section Staff'. Below these is a table titled 'Staff History'. The table has the following columns: Name, Assignment Start, Assignment End, Access Start, Access End, Certification Level, District Assignment, and Role. The first row of data shows 'Primary Teacher Administrator, System' in the Name column. The table has a vertical scrollbar on the right side.

#### 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.

The screenshot shows a web form titled "Staff History Detail" for a "Primary Teacher". The form includes the following sections:

- Name:** "Teacher, Primary"
- District Assignment:** A dropdown menu.
- Assignment:** Fields for "Start Date" and "End Date", each with a calendar icon.
- Access to Section Dates:** Radio buttons for "Unrestricted" (selected) and "Date Range". Below are "Start Date" and "End Date" input fields.
- Comments:** A large text area.
- Footer:** "- Modified by: Administrator, System 04/11/2018 10:23"

Below the main form is a section titled "Teacher Display Name on Section" with the instruction: "Making a change to the Teacher Display Name here will update the value on the Section tab." It contains two radio buttons: "Continue using the current Teacher Display Name from the Section tab: Teacher, Primary" (selected) and "Use a new Teacher Display Name on the Section tab:" followed by a text input field containing "Teacher, Primary".

**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.