

# Data Standard Census, Staff Information

## Rev. 7/1/2025

### Ownership and History

**Standard prepared by:**

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**Data steward(s)**

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**Office(s)**

Office of Educator Licensure and Effectiveness

**Revision history****July 1, 2025**

Removed broken link for Student Survey.

**August 12, 2024**

Updated information in Section A to clarify Vacancies and Dual Credit Placeholders

**July 1, 2024**

Added guidance on using Staff Locator Wizard

**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.

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Updated guidance on assignment type to use for various staff.

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# Data Standard Census (Staff Information)

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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

- [Local Educator Assignment Data \(LEAD\)](#) 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 and Placeholders

Tool Search: Staff Locator Wizard

**Staff Locator** should always be used when adding a new staff member. Enter known name options to search for staff and former students throughout the state. If an exact match is not found when searching with the Social Security Number (SSN), remove it and search again as the person may exist without an SSN. When adding staff with dual last names, district personnel may need to search the Staff Locator on both last names separately or in combination to locate the correct person.

Placeholder staff records should be used for vacancies and college-offered dual credit courses. Vacancies can be used at multiple schools, but each vacancy should use a unique name within a school. One “college professor” staff record can be used for all college-offered dual credit courses.

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.

Last Name

First Name

Gender

Birth Date

Middle Name

SSN #

Staff State ID

Search -->

Name	Staff State ID	Gender	Birth Date	%
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Create New District Staff -->

- Hover over each search result to view additional information to determine if a match was found,
- Local Staff, select 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, select to add staff record (maybe a former student or household member)
  - Out of District Person, select to add to current district

If the correct staff member is not available in the search results, try other name combinations such as maiden name before selecting **‘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  First Name  Middle Name  Suffix

Gender  Birth Date  Soc Sec Number

**Race/Ethnicity**

Is the individual Hispanic/Latino?

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

Race/Ethnicity Determination

Home Primary Language

Native American Language

**Person Identifiers**

Student State ID

Local Staff Number

Staff State ID

Person GUID

**Employment Information**

Start Date  End Date

Teaching Start Year  Teaching Years Modifier

License Number  FTE Percent (whole number 0-100)

Seniority  Education

### Person Information

**Last Name:** The last name given to a person at birth or legal court documents, as indicated on their birth certificate, social security card or passport or through a legal name change; such as, adoption or marriage certificate. If student has dual last names, whether hyphenated or not, both last names should be entered in this field. NO PUNCTUATION including hyphens/dashes or apostrophes should be used even if it appears on the birth certificate or other legal documentation. For placeholder records, use “Vacancy01” – “Vacancy20” and “College Professor”.

**First Name:** The first name given to, or chosen by, a person. For placeholder records, use “Placeholder”.

**Middle Name:** This optional field is 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:** This optional field is for the birth date of the person

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

**Race/Ethnicity:** For this optional field 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 staff member was a student, this field may be populated but greyed out.

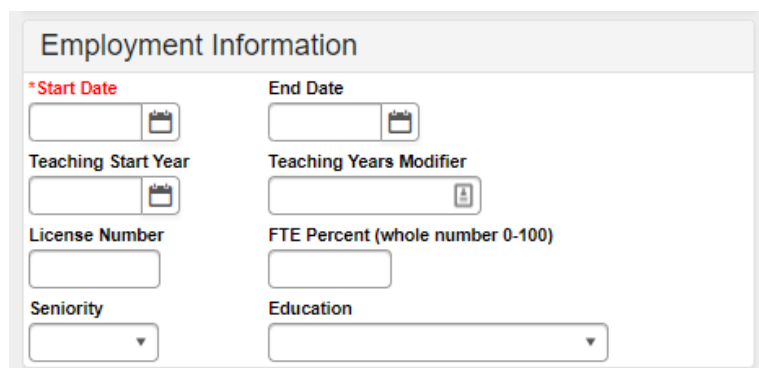
**Local Staff Number:** This optional field should contain only unique numeric values. No letter values are permitted.

**Staff State ID:** Kentucky does not use this option.

**District Employment** – See Section B for details on completing this record.

## Section B – District Employment

### Tool Search: District Employment



The screenshot shows a form titled "Employment Information" with two columns of fields. The left column contains: "\*Start Date" (with a calendar icon), "Teaching Start Year" (with a calendar icon), "License Number" (text input), and "Seniority" (dropdown menu). The right column contains: "End Date" (with a calendar icon), "Teaching Years Modifier" (text input with a help icon), "FTE Percent (whole number 0-100)" (text input), and "Education" (dropdown menu).

**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. This should be blank until the staff person leaves the district.

**License Number:** All EPSB certified staff and placeholder staff must have their EPSB ID Number in this field for LEAD and other KDE reports. Please ensure that you use the correct license number. Entering the incorrect EPSB ID in this field can cause unexpected staff names to appear on your LEAD Report.

An EPSB certified staff member's EPSB ID number is

- The certificate number on an EPSB certification certificate

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- Available to authorized users by using the Person Search function of the [Kentucky Educator Credentialing System \(KECS\)](#)

A placeholder staff record should use an EPSB ID from this table. EPSB ID 271 can be used on multiple persons if the actual names of college hired professors are used.

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

EPSB ID	First Name	Last Name
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

If desired staff member or placeholder is not found return to Section A – New Staff and Placeholders

Employment Assignment Information

\*School

\*Start Date

End Date

Type

FTE of Assignment

Alternate Type

Reading First

Evaluation Override

PD Class Offered By

PD Class Applied Hours

Teacher

Special Ed

Program

Behavior Admin

Health

Behavior Response Approver

Response to Intervention

Advisor

Supervisor

Counselor

Foodservice

Exclude Behavior Referral

Self Service Approver

FRAM Processor

External LMS Exclude

Comments

Exclude

\*Student Voice Survey

0: Not Participating

Department

Title

Select a Value

Assignment Code

Highly Qualified

PD Year

PD Class Type

PD Class Credit

**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.

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**Type:** Select the appropriate employee Type.

- 01: Teacher – Use for EPSB 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                              | • PSY: Psychologist                          |
| • CC: Career Counselor/Coach                    | • REC: Recreation Therapist                  |
| • INT: Interpreter                              | • RN: Registered Nurse/Advanced Practice RN  |
| • LPN: Licensed Practical Nurse                 | • REH: Rehabilitation Counselor              |
| • LPC: Licensed Professional Clinical Counselor | • ISC: School Instructional Specialist/Coach |
| • OCC: Occupational Therapist                   | • SOW: Social Worker                         |
| • ONP: Other Non-Professional                   | • TAD: Teacher Aide                          |
| • OPR: Other Professional                       | • WSC: Work Study Coordinator                |
| • PHT: Physical Therapist                       |  |

**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.



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Section D – Staff Demographics and Identities

Tool Search: Demographics

Person Information

PersonID49706

\*Last Name

\*First Name

Middle Name

Suffix

Upload Picture

\*Gender

Pronouns

Birth Date

Soc Sec Number

No Image Available

Race/Ethnicity (Edit)

State Race/Ethnicity:

Federal Designation:No Data

Race(s):

Hispanic/Latino:No Data

Race/Ethnicity Determination:

Birth Country

Select a Value

Date Entered US School

Birth Certificate

Original KY School Entry

Home Primary Language

Select a Value

Native American Language

Select a Value

Nickname

Comments

Person Information

Changing any Person Information fields on the Demographics record 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.

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Personal Contact Information	
Contact Information	Private
Email: <input type="text"/>	<input type="checkbox"/>
Secondary	
Email: <input type="text"/>	<input type="checkbox"/>
Cell Phone:	
( <input type="text"/> ) ( <input type="text"/> ) ( <input type="text"/> ) x ( <input type="text"/> )	<input type="checkbox"/>
Other Phone:	
( <input type="text"/> ) ( <input type="text"/> ) ( <input type="text"/> ) x ( <input type="text"/> )	<input type="checkbox"/>
Work Phone:	
( <input type="text"/> ) ( <input type="text"/> ) ( <input type="text"/> ) x ( <input type="text"/> )	<input type="checkbox"/>
Pager:	
( <input type="text"/> ) ( <input type="text"/> ) ( <input type="text"/> ) x ( <input type="text"/> )	<input type="checkbox"/>
Preferred Language	
<input type="text" value="en_US: US English"/>	
Comments	
<input type="text"/>	

### 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.