

Data Standard Census, Staff Information

Rev. 8/12/2024

Ownership and History

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Office of Educator Licensure and Effectiveness

Revision history**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.

Updated guidance on assignment type to use for various staff.

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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 | <input type="text"/> | Name | Staff State ID | Gender | Birth Date | % |
| First Name | <input type="text"/> | | | | | |
| Gender | <input type="text"/> | | | | | |
| Birth Date | <input type="text"/> | | | | | |
| Middle Name | <input type="text"/> | | | | | |
| SSN # | <input type="text"/> | | | | | |
| Staff State ID | <input type="text"/> | | | | | |
| <input type="button" value="Search -->"/> | | | | | | |
| <input type="button" value="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

Save

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.

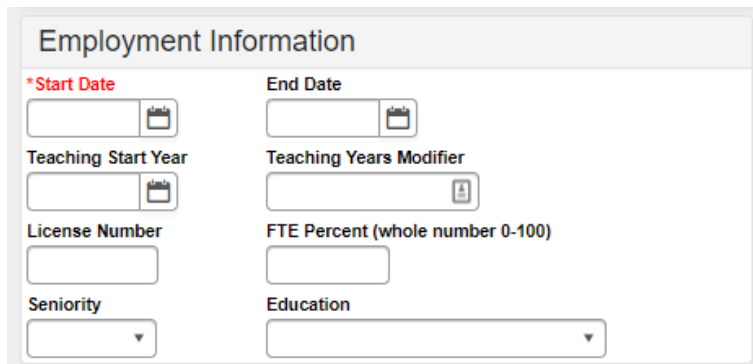
Local Staff Number: This optional field should contain only unique numeric values. No letter values are permitted.

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 the following fields:

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

*Start Date End Date Title

Type FTE of Assignment Assignment Code

Alternate Type Highly Qualified

Reading First PD Year

Evaluation Override PD Class Type

PD Class Offered By PD Class Credit

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

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
- 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: If used, select the grade level for STUDENT Surveys for teachers. See [STUDENT Survey Implementation Guide](#) for more information.

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Section D – Staff Demographics and Identities

Tool Search: Demographics

Person Information

PersonID 49706

| | | | | |
|----------------------|----------------------|----------------------|----------------------|--------------------------------|
| *Last Name | *First Name | Middle Name | Suffix | Upload Picture |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| *Gender | Pronouns | | | |
| <input type="text"/> | <input type="text"/> | | | |
| Birth Date | Soc Sec Number | No Image Available | | |
| <input type="text"/> | <input type="text"/> | | | |

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 |
| <input type="text"/> | <input type="text"/> |
| Original KY School Entry | |
| <input type="text"/> | |

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 | | Messenger Preferences Contact Reasons | | | | | | |
|---|--------------------------|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Contact Information | Private | Emergency | Attendance | Behavior | Messenger | General | Priority | Teacher |
| Email: | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Secondary | | | | | | | | |
| Email: | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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 | | | | | | | | |
| 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.