

Data Standard Census (Teacher Information)

Rev. 7/9/2021

Ownership and History

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Office of Educator Licensure and Effectiveness

Revision history

July 9, 2021

Updated Campus Community links, Updated data steward

January 27, 2020

Updated data steward, screenshots and clarified guidance on credentials.

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Overview

Description

This standard reflects the information required to correctly enter a teacher 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 ad-hoc filters and reports

-

Resources/ Training

- **Campus Community articles**
 - [Staff Locator](#)
 - [Demographics](#)
 - [District Employment](#)
 - [District Assignments](#)
 - [Credentials](#)

Section A – New Staff

Campus Path: Census / Staff Locator

Staff Locator should always be used when adding a new staff member.
Enter all known option. Social Security Number is required for certified staff.

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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 -->"/>						

If staff member does not exist, 'Create new District Staff'

New Person

Person Creation
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

Person Information			
*Last Name	*First Name	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gender	Birth Date	Soc Sec Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race/Ethnicity			
Is the individual Hispanic/Latino?			
<input type="text"/>			
Is the individual from one or more of the these races? (check all that apply)			
<input type="checkbox"/> American Indian or Alaska Native			
<input type="checkbox"/> Asian			
<input type="checkbox"/> Black or African American			
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander			
<input type="checkbox"/> White			
State Race Ethnicity			
<input type="text"/>			
Race/Ethnicity Determination			
<input type="text"/>			

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Section B – Teacher Demographics

Campus Path: Census / People / Demographics

The screenshot shows a web form for entering teacher demographics. It is divided into two main sections: 'Person Information' and 'Person Identifiers'.

Person Information:

- PersonID:** 3211
- *Last Name:** [Text Field]
- *First Name:** [Text Field]
- Middle Name:** [Text Field]
- Suffix:** [Dropdown Menu]
- *Gender:** Male (Dropdown Menu)
- *Birth Date (Age: 17):** [Date Picker]
- Soc Sec Number:** [Text Field]
- Race/Ethnicity (Edit):**
 - State Race/Ethnicity: 6:White
 - Federal Designation: 6:White
 - Race(s): White
 - Hispanic/Latino: N:No
 - Race/Ethnicity Determination: 01:Parent Identified
- Birth Country:** [Dropdown Menu]
- Date Entered US:** [Date Picker]
- Date Entered US School:** [Date Picker]
- Birth Certificate:** [Text Field]
- Original Entry in KY:** [Date Picker]
- Nickname:** [Text Field]
- Comments:** [Text Area]

Person Identifiers:

- Local Student Number:** [Text Field] Generate Number
- Student State ID:** [Text Field]
- Local Staff Number:** 93456
- Staff State ID:** [Text Field]
- Person GUID:** 294B9DB9-490E-4437-A33A-29F8A96629A8

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 for staff linked to courses/sections)

Race/Ethnicity: Select the appropriate answer for the question, 'Is the individual Hispanic/Latino?' If the answer is No, at least one of the following race codes must be selected:

- 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.

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- 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.

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

Section C – Teacher Addresses

Campus Path: Census / Add Addresses

For more information on adding address information, see Section E of the [Census](#) data standard.

Address Information						
P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	1234		Anywhere	Street		
City	State	Zip	County	Location Code		
Hometown	KY	41234				
Latitude	Longitude	Tract	Block			
Comments						
District						

P.O. Box: Check if address is post office box. View the guidelines for address standardization at [United States Postal Service](#).

Number: Physical number of residence or Post Office Box number

Prefix: Direction of address, if applicable (N, S, E, W, NE, SE, etc.)

Street: Name of street

Tag: Street Type (Ave, Dr, Ct, Ln, etc.)

Direction: If applicable (N, S, E, W, NE, SE, etc.)

Apt: Number of apartment

City: City of mailing address of student's residence

State: State of mailing address of staff member's residence.
Use the official USPS abbreviation (i.e., KY=Kentucky, TN=Tennessee)

Zip Code: Zip Code of mailing address of staff member's residence - 5-digit code required;

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4-digit extended zip code optional

Section D – District Assignment Tab

Campus Path: Census / People / District Assignments

The screenshot shows a web form titled "Employment Assignment Information". It contains various input fields and checkboxes. Key fields include: School (dropdown), Department (dropdown), Start Date (calendar icon), End Date (calendar icon), Title (dropdown with "Select a Value"), Type (dropdown), FTE of Assignment (text input), Assignment Code (text input with a help icon), Alternate Type (dropdown), Highly Qualified (dropdown), Reading First (dropdown), PD Year (dropdown), Evaluation Override (dropdown), PD Class Type (dropdown), PD Class Offered By (dropdown), PD Class Credit (text input), PD Class Applied Hours (text input), and a grid of checkboxes for roles: Teacher, Special Ed, Program, Behavior Admin, Health, Behavior Response Approver, Response to Intervention, Advisor, Supervisor, Counselor, Foodservice, Exclude Behavior Referral, Self Service Approver, and FRAM Processor. There are also checkboxes for "External LMS Exclude" and "Exclude". A "Comments" text area is present. At the bottom, there is a "Student Voice Survey" 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 as Teacher, Administrator, Counselor, Librarian or Speech Therapist. Choose Support or Other for all classified staff. Use the same type on all active assignments at the same school.

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

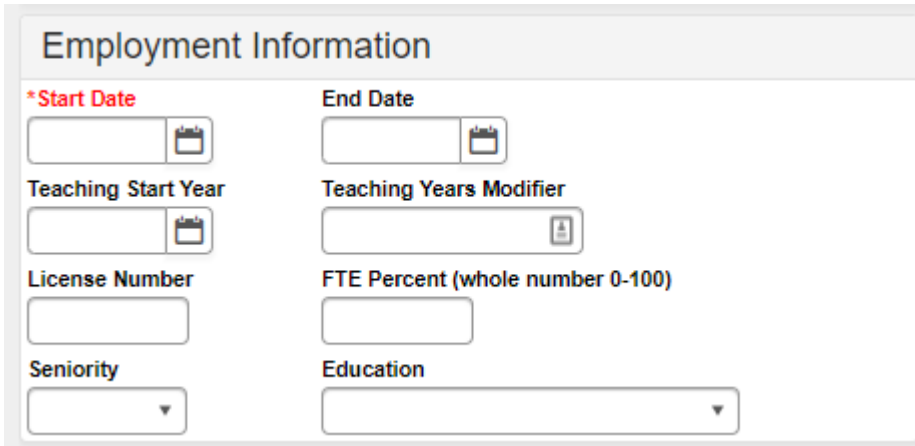
Student Voice Survey: This field is used to set the grade level for STUDENT Surveys for teachers. See [STUDENT Survey Implementation Guide](#) for more information.

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Section E – District Employment Tab

Campus Path: Census / People / District Employment



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

- *Start Date**: A date picker field.
- End Date**: A date picker field.
- Teaching Start Year**: A date picker field.
- Teaching Years Modifier**: A dropdown menu.
- License Number**: A text input field.
- FTE Percent (whole number 0-100)**: A text input field.
- Seniority**: A dropdown menu.
- Education**: A dropdown menu.

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

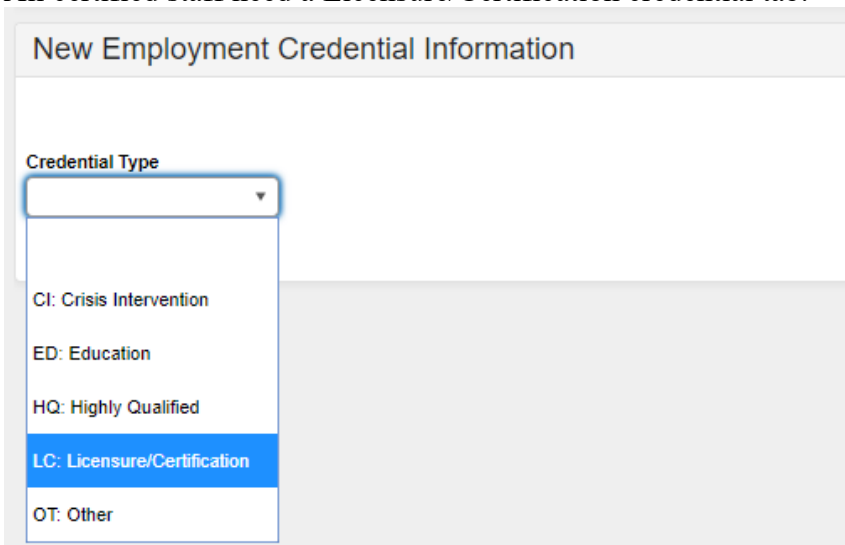
End Date: Indicates the date on which employment in the district began for the staff person.

License Number: KDE does not use this field. License number must be entered on the Credentials tab for all certified staff.

Section F – Credentials Tab

Campus Path: Census / People / Credentials

All certified staff need a Licensure/Certification credential tab.




The screenshot shows a form titled "New Employment Credential Information" with a dropdown menu for "Credential Type". The dropdown menu is open, showing the following options:


- CI: Crisis Intervention
- ED: Education
- HQ: Highly Qualified
- LC: Licensure/Certification** (highlighted)
- OT: Other

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New Employment Credential Information

***Start Date**
 

End Date
 

Fully Certified

English Learners Credential

SPED Related Services Credential

License Number

License / Certification Type

Start Date: Date the certification began.

License Number: All certified staff must have their EPSB ID Number in this field. Personnel with authorized access can find this number on the EPSB website in the secure Kentucky Educator Certification Inquiry (KECI) lookup or by running the Active Cert report in District Role Manager.