

Data Standard Census (Teacher Information)

Rev. 8/19/2013

Ownership and History

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Office of Teaching and Learning

Revision history

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None

Data Standard Census (Teacher Information)

Rev. 8/19/2013

Contents

Ownership and History	1
Overview	3
Section A – New Staff	3
Section B – Teacher Demographics.....	5
Section C – Teacher Addresses	7
Section D – District Assignment Tab.....	8
Section E – District Employment Tab	9
Section F – Credentials Tab.....	9

Data Standard Census (Teacher Information)

Rev. 8/19/2013

Overview

Description

This standard reflects the information required to correctly enter a teacher into the Census data in the SIS.

Regulation citation(s)

- LEAD Reporting (KRS 161.1221; 16 KAR 1:050)
- [Certification](#)

Data use

- LEAD Reporting
- HQ Reporting
- Teacher of Record/PGES
- Data Sharing between systems – P20

Related ad-hoc filters and reports

-

Training

LEAD Training provided by EPSB

[Infinite Campus](#)

Section A – New Staff

Campus Path: Census / Staff Locator

Staff Locator should always be used when adding a new staff member

Data Standard Census (Teacher Information)

Rev. 8/19/2013

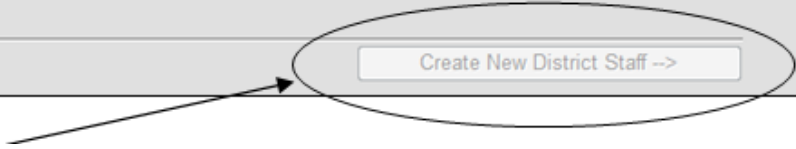
Staff Locator

Staff Search

Search for a staff already tracked in Campus using the fields provided, required fields are in red . Select a staff from the list or click on Create New Staff

SSN # - -

Name	Staff State ID	Gender	Birth Date	%
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Data Standard Census (Teacher Information)

Rev. 8/19/2013

If staffmember 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?

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

Section B – Teacher Demographics

Campus Path: Census / People / Demographics

Data Standard Census (Teacher Information)

Rev. 8/19/2013

Person Information
PersonID 3211
*Last Name *First Name Middle Name Suffix
*Gender *Birth Date (Age: 17) Soc Sec Number
Male
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
Date Entered US Date Entered US School Birth Certificate
Original Entry in KY
Nickname
Comments
Person Identifiers
Local Student Number Generate Number
Student State ID
Local Staff Number 93456
Staff State ID
Person GUID 294B9DB9-4905-4437-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.
- 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.

Data Standard Census (Teacher Information)

Rev. 8/19/2013

- 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

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. NO PUNCTUATION, USE UPPER AND LOWER CASE. View the guidelines for address standardization at [United States Postal Service](http://www.usps.com).

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; 4-digit extended zip code optional

Data Standard Census (Teacher Information)

Rev. 8/19/2013

Section D – District Assignment Tab

Campus Path: Census / People / District Assignments

The screenshot shows a web-based form titled "District Assignments" with tabs for "School Choice", "Credentials", and "Overrides". Below the tabs are buttons for "Save", "Delete", and "New". The main section is "Employment Assignment Information" and contains the following fields:

- *School:** z(A) BOONE ELEMENTARY (dropdown)
- Department:** (dropdown)
- *Start Date:** 07/01/2007 (calendar icon)
- End Date:** (calendar icon)
- Title:** (dropdown)
- Type:** 04:Support (dropdown)
- FTE of Assignment:** (text input)
- Assignment Code:** (text input)
- Alternate Type:** (text input)
- Highly Qualified:** (dropdown)
- Reading First:** (dropdown)
- PD Year:** (dropdown)
- PD Class:** (dropdown)
- PD Class Type:** (dropdown)
- PD Class Offered By:** (dropdown)
- PD Class Credit:** (text input)
- PD Class Applied Hours:** (text input)
- Teacher:**
- Special Ed:**
- Program:**
- Behavior Admin:**
- Health:**
- Advisor:**
- Supervisor:**
- Counselor:**
- Foodservice:**
- Exclude Behavior Referral:**
- Self Service Approver:**
- Supervisors:** (dropdown)

Type: Select the appropriate employee Type as Teacher, Administrator, Counselor, Librarian or Speech Therapist. Choose Support or other for all classified staff.

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

Data Standard Census (Teacher Information)

Rev. 8/19/2013

Section E – District Employment Tab

Campus Path: Census / People / District Employment

The screenshot shows the 'District Employment' tab with the following fields:

- Employment Information** (Section Header)
- *Start Date**: Text input with a calendar icon.
- End Date**: Text input with a calendar icon.
- Teaching Start Year**: Text input with a calendar icon.
- Teaching Years Modifier**: Text input.
- License Number**: Text input.
- FTE Percent**: Text input with the value '0'.
- Seniority**: Dropdown menu.
- Education**: Dropdown menu.

Start Date: All staff must have a valid start date.

Note: Non district employees tied to course sections must also have a start date

Section F – Credentials Tab

Campus Path: Census / People / Credentials

The screenshot shows the 'Licensure/Certification Employment Credential Information' tab with the following fields:

- *Start Date**: Text input with the value '07/01/2010' and a calendar icon.
- End Date**: Text input with a calendar icon.
- Fully Certified
- LEP Credential**: Dropdown menu.
- SPED Related Services Credential**: Dropdown menu.
- License Number**: Text input with the value '199902875'.
- License / Certification Type**: Dropdown menu.

License Number: All certified staff must have their EPSB ID Number in this field. HR personnel can find this number on the EPSB website in the secure Kentucky Educator Certification Inquiry lookup on [Education Professional Standards Board](#).