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Staff Snapshot Template

**Target Table: STAFF\_SNAPSHOT**

**Grain:** One record per district / staff / snapshot date

**Data Submission Schedule: K3P, 40D, 80D, 120D, EOY**

**Load Sequence/Dependencies**

|  |  |  |
| --- | --- | --- |
| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STAFF** | **N** | **N** |

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**Template Description**

Records a point-in-time view of the staff population. Only ACTIVE staff at each reporting period should be included.

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**Staff Snapshot Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type**  | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R**  | **K,M** | **PED defined three character district code.** |  | **Example: 051** |
| **2** | **9** | **20** | **12** | **C** | **STAFF ID** | **R** | **K,M** | **SSN of staff member formatted without dashes.** | **Do not submit a Staff or Staff Snapshot record for 888888888 (distance learning, computer-based or IDEAL-NM), 777777777 (concurrent enrollment or Dual Credit) or 555555555 (religious instruction).**  | **Example: 123456785** |
| 3-5 | 21 | 31 | 11 | Not Collected |
| **6** | **72** | **72** | **1** | **C** | **MIDDLE INITIAL** | **O** | **U** | **Staff member middle initial.** | **Value entered cannot be more than one character.** | **Example: M** |
| 7-13 | 73 | 76 | 4 | Not Collected |
| **14** | **137** | **142** | **6** | **C** | **LOCATION CODE** | **R** | **U,M** | **PED defined three character location code of staff member's primary location.** | **May use location code of 000 (district office) for STAFF QUALIFICATION STATUS CODE (Field #48) = T (short term subs) or R (Contracted Related Service Personnel)** | **Example: 018** |
| **20** | **240** | **245** | **6** | **C** | **GENDER CODE** | **CR****Please see Business Rules for requirements** | **U** | **Gender code of staff member.** | **Use the code only.****Required for Staff Qualification Status Code (Field #48) = C, N, S or T** | **Valid Values: M = MaleF = Female** |
| **21** | **246** | **247** | **2** | **C** | **ETHNIC CODE SHORT** | **R** | **U** | **Ethnicity code of staff member.** | **The value used should be the code (e.g. C, B, etc.) only. The descriptions are for reference only. Valid values are case sensitive.** **If field #21 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:C = Caucasian B = Black or African AmericanA = Asian****I = American Indian/Alaskan Native****P = Native Hawaiian or Other Pacific Islander** |
| 22-32 | 248 | 287 | 40 | Not Collected |
| **33** | **403** | **412** | **10** | **D** | **ORIGINAL HIRE DATE****(ORIGINAL EMPLOYMENT START DATE)** | **R** | **U** | **The date the staff member was first hired.** | **The Original Hire Date will never change.****Required for Certified staff (Staff Qualification Status Code (field #48) = C).** **All dates must be entered in ISO format (YYYY-MM-DD).** | **Example: YYYY-07-15** |
| 34 | 413 | 422 | 10 | Not Collected |
| **35** | **423** | **432** | **10** | **D** | **STAFF START DATE OF CURRENT SCHOOL YEAR****(CURRENT SERVICE DATE)** | **R** | **U** | **The date the staff member’s contract started of the current school year.** | **This date will change each school year.****Required for active, Certified staff (Staff Qualification Status Code (field #48) = C). Exit Date is not in STAFF SNAPSHOT but STAFF only.****All dates must be entered in ISO format (YYYY-MM-DD).** | **Example: YYYY-07-01** |
| 36-38 | 433 | 442 | 10 | Not Collected |
| **39** | **445** | **446** | **2** | **N(0)** | **TEACHER OR PRINCIPALYEARSEXPERIENCE** | **CR****Please see Business Rules for requirements** | **U** | **The number of years that the staff member has been employed by any school district in any state as a TEACHER or PRINCIPAL (includes current district).** **Use normal rounding logic to handle partial years.** **Use value of 0 until 1 year has been completed for 1st year teachers or principals.****Excludes “Substitute Teaching” years experience. This number should be an integer.**  | **This field is only required for those Staff reported in a TEACHER or PRINCIPAL staff assignment code.****Only report years experience for their CURRENT position:*** **If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal.**
* **Only include years experience as a Principal or Teacher, not both.**
 | **Example: 11** |
| **40** | **447** | **456** | **10** | **D** | **BIRTH DATE** | **R** | **U** | **Staff member date of birth.** | **The value must be between 1915-01-01 and the current date minus 10 years.All dates must be entered in ISO format (YYYY-MM-DD).** | **Example:** **1951-12-25** |
| 41-42 | 457 | 457 | 1 | Not Collected |
| **43** | **468** | **469** | **2** | **N(0)** | **TEACHING OR PRINCIPAL YEARS EXPERIENCE IN DISTRICT** | **CR** | **U** | **Provide the number of years that the staff member has been employed by the current school district as a TEACHER or PRINCIPAL.** **Excludes “Substitute Teaching” years experience.** **This number should be an integer and reflect any gaps in employment when the staff member left the district.** **Use normal rounding logic to handle partial years.** **Use value of 0 until 1 year has been completed for 1st year teachers or principals.** | **This field is only required for those Staff reported in a TEACHER or PRINCIPAL staff assignment code.The value used should be the code (e.g. 0, 1, etc.) only. The descriptions are for reference only.** **Only report years experience for their CURRENT position:*** **If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal.**
* **Only include years experience as a Principal or Teacher, not both.**
 | **Example: 0 (new teacher)** |
| 44 | 470 | 477 | 8 | Not Collected |
| **45** | **478** | **497** | **20** | **C** | **HIGHEST DEGREE EARNED** | **CR****Please see Business Rules for requirements** | **U** | **Highest degree earned by the staff member.** | **This field is required for those Staff with STAFF QUALIFICATION STATUS CODE (Field #48) = 'C'. If this field is N, then Highest Institute Code is Blank, NULL or ‘00’ (Non-Degree).The value used should be the code (e.g. D, E) only. Valid values are case sensitive. The descriptions are for reference only.**  | **Valid Values:D = DoctorateE = Educational Specialist**An educational specialist degree is an intermediary step between a master’s degree and a doctorate.**M = MastersB = BachelorsA = AssociateN = Non-Degree** |
| 46-47 | 498 | 501 | 4 | Not Collected |
| **48** | **542** | **561** | **20** | **C** | **STAFF QUALIFI-CATION STATUS CODE** | **R** | **U** | **Staff Qualification Status. See valid values.** | **The value used should be the code (e.g. C, N, etc.) only. Valid values are case sensitive. The descriptions are for reference only.** **If the staff member is working in both CERTIFIED and NON-CERTIFIED Staff Assignments, report them as C (Certified).** | **Valid Values:C = Certified PersonnelN = Non-certified PersonnelS = Substitute Teacher (Long Term)T = Substitute Teacher (Short Term)R = Contracted Related Service Provider** |
| 49 | 562 | 601 | 40 | Not Collected |
| **50** | **602** | **611** | **10** | **D** | **SNAPSHOT DATE** | **R** | **K,M** | **Field indicating the report date. See valid values.** | **Date must be entered in ISO Format - YYYY-MM-DD** | **Valid values:YYYY-10-01 = 40DYYYY-12-15 = 80DYYYY-03-01 = 120DYYYY-06-01 = EOY****YYYY-09-01 = K3P****YYYY-07-15 = Open Year Round** |
| 51 | 612 | 615 | 4 | Not Collected |
| **52** | **616** | **625** | **10** | **N(2)** | **ANNUAL SALARY** | **CR** | **U** | **Base salary of staff member budgeted for current year.****Must equate to 1 FTE.** | **This field is required for most Staff IDs reported in the Staff Assignment Template and will be used to compute SALARY based on their FTE (AnnualSalary\*FTE=ActualSalary).** **This field is required for employees on payroll and receiving benefits. Salaries for STAFF QUALIFICATION STATUS CODE (Field #48) = 'R' (Contracted Related Service providers) should be omitted because they are contractors and not employees.****Short-term Subs with a STAFF QUALIFICATION STATUS CODE (Field #48) = 'T' may be omitted, since Staff Assignment Records are not typically sent for them.** **Long-term Subs (STAFF QUALIFICATION STATUS CODE (Field #48) = 'S') may also be omitted if not an employee on payroll receiving benefits.**  | **Example: 65000.00** |
| 53 -64  | 626 | 745 |  | Not Collected |
| **65** | **746** | **805** | **60** | **C** | **FIRST NAME LONG** | **R** | **U,R** | **Staff First Name**  |  | **Example:****Bryon** |
| **66** | **806** | **865** | **60** | **C** | **LAST NAME LONG** | **R** | **U,R** | **Staff Last Name** |  | **Example: Rodriguez** |
| 67 - 68 | 866 | 879 |  | Not Collected |
| **69** | **880** | **882** | **3** | **C** | **HISPANIC INDICATOR** | **R** | **U** | **Indicator of whether the staff member is of Hispanic ethnicity** |  | **Valid Values:****Y = Yes****N= No** |
| **70** | **883** | **884** | **2** | **C** | **RACE OR ETHNICITY SUB-GROUP CODE** | **CR** | **U** | **The primary New Mexico Tribe or Pueblo with which the staff member is affiliated. See valid values.** | **The value used should be the code (e.g. 0, 1, 2, etc.) only. The descriptions are for reference only.****If field #21 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:****See the** [**Affiliation Code Set**](#Affiliation) **at the end of this document** |
| **71** | **885** | **914** | **30** | **C** | **HIGHEST DEGREE****INSTITUTION** **CODE** | **CR****Please see Business Rules for requirements** | **U** | **Highest Degree Institution of staff member. See valid values.** | **Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C.If HIGHEST DEGREE EARNED (Field #45) is N, then Highest Degree Institute Code is Blank, NULL or ‘00’ (Non-Degree).** | **Valid Values:****See** [**Higher Education Institution**](#HigherEd) **Code Set at the end of this document.** |
| **72** | **915** | **944** | **30** | **C** | **BACCALAUREATEDEGREE****INSTITUTION** **CODE** | **CR****Please see Business Rules for requirements** | **U** | **Baccalaureate Degree Institution of staff member. See valid values.** | **Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C. If HIGHEST DEGREE EARNED (Field #45) is N, then Baccalaureate Degree Institution Code is Blank, NULL or ‘00’ (Non-Degree).** | **Valid Values:****See** [**Higher Education Institution**](#HigherEd) **Code Set at the end of this document.** |
| 73 - 75 | 945 | 983 |  | Not Collected |
| **76** | **984** | **1063** | **80** | **C** | **WORK E-MAIL ADDRESS** |  **CR** | **U** | **Staff e-mail address.** | **This should be a work e-mail address and not a personal e-mail address.****Teachers and principals e-mail addresses will be most important for communication purposes; however, please provide e-mail addresses for all staff.****Staff assignments may be used to build targeted e-mail distribution lists.** | **Example: John.Doe@isp.com** |
| 77 | 1064 | 1123 | 60 | Not Collected |
| **78** | **1124** | **1127** | **4** | **C** | **RACE 2 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.****If field #78 Race 2 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:C = Caucasian B = Black or African AmericanA = Asian****I = American Indian/Alaskan Native****P = Native Hawaiian or Other Pacific Islander** |
| **79** | **1128** | **1131** | **4** | **C** | **RACE 3 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.****If field #79 Race 3 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:C = Caucasian B = Black or African AmericanA = Asian****I = American Indian/Alaskan Native****P = Native Hawaiian or Other Pacific Islander** |
| **80** | **1132** | **1135** | **4** | **C** | **RACE 4 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.****If field #80 Race 4 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:C = Caucasian B = Black or African American****A = Asian****I = American Indian/Alaskan Native****P = Native Hawaiian or Other Pacific Islander** |
| **81** | **1136** | **1139** | **4** | **C** | **RACE 5 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.****If field #81 Race 5 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:C = Caucasian B = Black or African AmericanA = Asian****I = American Indian/Alaskan Native****P = Native Hawaiian or Other Pacific Islander** |

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| --- | --- |
| **Code** | **TRIBAL AFFILIATION** |
| 00 | Not Applicable |
| 01 | Acoma |
| 02 | Cochiti |
| 03 | Isleta |
| 04 | Jemez |
| 05 | Jicarilla Apache |
| 06 | Laguna |
| 07 | Mescalero Apache |
| 08 | Nambe |
| 09 | Navajo |
| 10 | Picuris |
| 11 | Pojoaque |
| 12 | San Felipe |
| 13 | San Ildefonso |
| 14 | Ohkay Owingeh (formerly San Juan) |
| 15 | Sandia |
| 16 | Santa Ana |
| 17 | Santa Clara |
| 18 | Kewa (formerly Santo Domingo) |
| 19 | Taos |
| 20 | Tesuque |
| 21 | Zia |
| 22 | Zuni |
| 23 | Other |

 Institutions of Higher Education Codes

In New Mexico

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Institution** |   | **Code** | **Institution** |
| 00 | Non-Degree |  | 69 | Luna Vocational-Technical Institute |
| 55 | University of New Mexico |   | 70 | Navajo Community College |
| 56 | New Mexico State University |   | 71 | New Mexico Junior College |
| 57 | New Mexico Highlands University |   | 72 | Northern New Mexico Community College |
| 58 | Western New Mexico University |   | 73 | San Juan College |
| 59 | Eastern New Mexico University |   | 74 | Santa Fe Community College |
| 60 | New Mexico Institute of Mining and Technology |   | 75 | Mesa Technical College |
| 61 | University of Albuquerque |   | 76 | Clovis Community College |
|  62 | Santa Fe University of Art & Design (formerly College of Santa Fe) -Closed |   | 77 | Southwestern College (Santa Fe) |
| 63 | College of the Southwest |   | 78 | Wayland Baptist University |
| 64 | St. John's College |   | 79 | University of Phoenix |
| 65 | New Mexico Military Institute |   | 80 | Western Governor’s University  |
| 66 | College of Artesia |   | 81 | National American University |
| 67 | Central New Mexico Community College |   | 82 | ITT Technical Institute |
| 68 | Institute of American Indian Art |  | 83 | Webster University – Albuquerque |

Institutions of Higher Education Codes

Out of State

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **State** |  | **Code** | **State** |  | **Code** | **State** |
| 01 | Alabama |   | 18 | Kentucky |   | 35 | Ohio |
| 02 | Alaska |   | 19 | Louisiana |   | 36 | Oklahoma |
| 03 | Arizona |   | 20 | Maine |   | 37 | Oregon |
| 04 | Arkansas |   | 21 | Maryland |   | 38 | Pennsylvania |
| 05 | California |   | 22 | Massachusetts |   | 39 | Rhode Island |
| 06 | Colorado |   | 23 | Michigan |   | 40 | South Carolina |
| 07 | Connecticut |   | 24 | Minnesota |   | 41 | South Dakota |
| 08 | Delaware |   | 25 | Mississippi |   | 42 | Tennessee |
| 09 | District of Columbia |   | 26 | Missouri |   | 43 | Texas |
| 10 | Florida |   | 27 | Montana |   | 44 | Utah |
| 11 | Georgia |   | 28 | Nebraska |   | 45 | Vermont |
| 12 | Hawaii |   | 29 | Nevada |   | 46 | Virginia |
| 13 | Idaho |   | 30 | New Hampshire |   | 47 | Washington |
| 14 | Illinois |   | 31 | New Jersey |   | 48 | West Virginia |
| 15 | Indiana |   | 32 | New York |   | 49 | Wisconsin |
| 16 | Iowa |   | 33 | North Carolina |   | 50 | Wyoming |
| 17 | Kansas |   | 34 | North Dakota |   | 51 | Outside USA |