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Staff Development Fact Template - Returned

**Target Table(s):** STAFF\_DEV\_FACT

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

**Grain:** One record per district / staff / activity code / activity start date

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**Template Description**

This template is used to track staff development activities for certified staff. This template is to be submitted only for active staff as of the reporting date.

**Load Sequences/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STAFF** | **N** | **N** |
| **2. STAFF SNAPSHOT** | **Y** | **N** |

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**Staff Development Fact 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/CR** | **K,M** | **PED defined three character district code.** |  | **Example: 082** |
| **2** | **9** | **20** | **12** | **C** | **STAFF ID** | **R** | **K,M** | **SSN of staff member formatted without dashes.**  |  | **Example: 123456785** |
| **3** | **21** | **28** | **8** | **C** | **ACTIVITY CODE** | **R** | **K,M** | **Activity Code**  |  | **Valid Values:****ELTP** |
| **4** | **29** | **38** | **10** | **D** | **ACTIVITY START DATE** | **R** | **K,M** | **Activity Start Date** | **All dates must be entered in ISO format.**  | **Valid values:****YYYY-10-01 = 40D****YYYY-12-15 = 80D****YYYY-03-01 = 120D****YYYY-06-01 = EOY****YYYY-06-29=Summer** |
| 5-7 | 39 | 66 |  | Not Collected |
| **8** | **67** | **74** | **8** | **C** | **PURPOSE CODE** | **CR** | **U** | **This will be used to explain why a teacher did not complete the minimum 80 hours of ELTP** | **You will only submit a code if a teacher does not meet the minimum 80 hours requirement. All staff who do not complete the minimum 80 require a purpose code by EOY.** | **Valid values:**[**Click for Purpose Codes**](#Termination_Code) |
| 9-13 | 75 | 116 |  | Not Collected |
| **14** | **117** | **126** | **10** | **C** | **ACTIVITY HOURS** | **R** | **U** |  | **Please report only hours completed during that reporting period.** | **Valid values:****Example: 20** |

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PURPOSE CODE (Field 8) – Valid Codes

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| **Code** | **Purpose Description** |
| **01** | Left NM and teaching in other state |
| **02** | Left for reasons other than retirement |
| **03** | Left to teach in private school in NM |
| **04** | Went to other public/charter NM district |
| **05** | Took non-teaching position in district |
| **06** | Died |
| **07** | Retired |
| **08** | Personal Reasons |
| **09** | Non-Renewal of Contract |
| **10** | Non-Renewal of Teaching License |
| **11** | Discharged prior to end of contract |
| **12** | Resigned prior to completion of contract |
| **13** | Reduction in force/staff |
| **14** | Leave of absence (i.e. Permanent leave of absence due to illness or another reason) |
| **15** | Military Service |
| **16** | Teaching in Another Country |
| **17** | Peace Corps/ACTION |
| **18** | Completion of Short Term Contract |
| **19** | Left to teach in BIE (Bureau of Indian Education) school in NM |
| **99** | Unknown Reason |