

# Staff Snapshot

revised 2010-05-06

Field Number	Start Position	End Position	Max Length	FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all students + = Required only for specified students	NYS or Local Purpose	Instructions or Rules	Format	Recommended Codes
1	1	8	8	*DISTRICT CODE ( <i>DISTRICT OF RESPONSIBILITY CODE</i> )	NYS Reporting	Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code)  Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code)	alphanumeric	For NYSED BEDS codes: <a href="http://www.nysed.gov/admin/bedsdata.html">www.nysed.gov/admin/bedsdata.html</a> For NYSED BEDS and Institution codes: <a href="http://portal.nysed.gov">http://portal.nysed.gov</a> Click on "SEDREF Query" For schools/agencies other than public districts and charters that are required to report these data: <a href="http://www.emsc.nysed.gov/irts/SIRS/home.html">http://www.emsc.nysed.gov/irts/SIRS/home.html</a>
2	9	20	12	*STAFF ID	NYS Reporting	Local staff ID must be unique within the district. For NYC, the local staff ID must be unique within NYC.	alphanumeric	Use local staff ID.
3	21	31	11	SOCIAL SECURITY NUMBER				
4	32	56	25	LAST NAME SHORT		Leave blank.		Use field 66.
5	57	71	15	FIRST NAME SHORT		Leave blank.		Use field 65.
6	72	72	1	MIDDLE INITIAL				
7	73	76	4	JOB CLASS CODE				
8	77	116	40	JOB DESCRIPTION				
9	117	120	4	EXTRA JOB CLASS CODE 1				
10	121	124	4	EXTRA JOB CLASS CODE 2				
11	125	128	4	EXTRA JOB CLASS CODE 3				
12	129	132	4	EXTRA JOB CLASS CODE 4				
13	133	136	4	EXTRA JOB CLASS CODE 5				
14	137	142	6	*LOCATION CODE	Local use only	Use building code or "0000"	alphanumeric	See location code information at <a href="http://www.emsc.nysed.gov/irts/sirs/documentation/location-codes.html">http://www.emsc.nysed.gov/irts/sirs/documentation/location-codes.html</a>
15	143	157	15	DIVISION				
16	158	164	7	DEPARTMENT				
17	165	168	4	STAFF TYPE				
18	169	174	6	UNION				
19	175	239	65	SUPERVISOR				
20	240	245	6	GENDER CODE				
21	246	247	2	ETHNIC CODE				
22	248	287	40	OBSOLETE				
23	288	301	14	HOME PHONE				
24	302	302	1	PHONE SECURITY				
25	303	332	30	ADDRESS 1				
26	333	362	30	ADDRESS 2				
27	363	387	25	CITY				
28	388	389	2	STATE				
29	390	399	10	FULL ZIP CODE				
30	400	400	1,0	RANK/PERFORMANCE TIER				
31	401	401	1	MEDICAL EXAM				
32	402	402	1	SUBSTANCE TEST				
33	403	412	10	ORIGINAL HIRE DATE				
34	413	422	10	TENURE DATE				
35	423	432	10	CURRENT SERVICE DATE				
36	433	442	10	EXIT DATE				
37	443	443	1	STAFF CITIZENSHIP CODE				
38	444	444	1	FELONY				
39	445	446	2,0	YEARS EXPERIENCE				
40	447	456	10	BIRTH DATE				
41	457	457	1	ACTIVE/INACTIVE INDICATOR	Local use only			
42	458	467	10	LAST STATUS DATE				
43	468	469	2,0	YEARS EXPERIENCE IN DISTRICT				
44	470	477	8	JOB CLASS CODE LONG				
45	478	497	20	HIGHEST DEGREE EARNED				
46	498	501	4,0	YEARS OF HIGHER EDUCATION				
47	502	541	40	MILITARY DUTY STATUS				
48	542	561	20	STAFF QUALIFICATION STATUS CODE				
49	562	601	40	JOB CLASS DESCRIPTION				
50	602	611	10	*SNAPSHOT DATE	NYS Reporting	year. Ex: For 2009-10, use 2010-06-30	date yyyy-06-30	Use school year date
51	612	615	4,0	PAY STEP LEVEL				
52	616	625	10,2	ANNUAL SALARY				
53	626	629	4,2	CONTRACT WORK DAYS				
54	630	635	6	TERMINATION CODE				
55	636	677	42	FULL STAFF NAME				

56	678	680	3	ITINERANT TEACHER					
57	681	700	20	*ALTERNATE STAFF ID	NYS Reporting	Source from TEACH ID file on IRS portal or from the TEACH system	alphanumeric	Must be valid TEACH ID	
58	701	710	10,2	ALTERNATE ANNUAL SALARY					
59	711	714	4,2	ALTERNATE CONTRACT WORK DAYS					
60	715	719	5,3	EMPLOYMENT BASIS					
61	720	724	5,3	ALTERNATE EMPLOYMENT BASIS					
62	725	734	10,2	BENEFITS VALUE					
63	735	737	3	LOCAL CONTRACT					
64	738	745	8	CONTRACTING ORGANIZATION					
65	746	805	60	*FIRST NAME LONG	Local use only	Teacher's first name.	alphanumeric		
66	806	865	60	*LAST NAME LONG	Local use only	Teacher's last name, including any hyphenated portion.	alphanumeric		
67	866	875	10	NAME SUFFIX					
68	876	879	4	PAY STEP LEVEL ALPHA					
69	880	882	3	HISPANIC ETHNICITY INDICATOR					
70	883	884	2	RACE OR ETHNICITY SUBGROUP CODE					
71	885	914	30	HIGHEST DEGREE INSTITUTION CODE					
72	915	944	30	BACCALAUREATE DEGREE INSTITUTION CODE					
73	945	974	30	ADDRESS 3					
74	975	979	5	BASE ZIP CODE					
75	980	983	4	ZIP CODE +4					
76	984	1063	80	EMAIL ADDRESS	Local use only	include only valid email addresses	alphanumeric		
77	1064	1123	60	MIDDLE NAME					
78	1124	1127	4	RACE 2 CODE					
79	1128	1131	4	RACE 3 CODE					
80	1132	1135	4	RACE 4 CODE					
81	1136	1139	4	RACE 5 CODE					
82	1140	1154	15	POSTSECONDARY SUBJECT AREA					
83	1155	1162	8	EMPLOYMENT ELIGIBILITY VERIFICATION					
84	1163	1172	10	NAME PREFIX					
85	1173	1186	14	WORK PHONE					
86	1187	1200	14	CELL PHONE					
87	1201	1240	40	MAILING ADDRESS 1					
88	1241	1280	40	MAILING ADDRESS 2					
89	1281	1310	30	MAILING ADDRESS 3					
90	1311	1340	30	MAILING ADDRESS CITY					
91	1341	1342	2	MAILING ADDRESS STATE CODE					
92	1343	1347	5	MAILING ADDRESS BASE ZIP CODE					
93	1348	1351	4	MAILING ADDRESS ZIP CODE +4					
94	1352	1355	4	EMPLOYMENT STATUS					
95	1356	1358	3	AUTHORIZED TO CARRY WEAPON INDICATOR					