

PI-1202 FALL STAFF REPORT

Data Definitions and Instructions

2005-2006

School Year

DUE OCTOBER 15, 2005

Table Of Contents


Welcome	1
2005-2006 PI-1202 Fall Staff Report Improvements	3
Data Collection Changes and Reminders	3
Internet Application	4
Browser Versions	4
1202 Staff Listserve	4
Frequently Asked Questions	4
To find answers to frequently asked questions, changes being made to the PI-1202 and the schedule, please check this web site: http://www.dpi.state.wi.us/dpi/dltcl/lbstat/fallsf05.html	4
For Assistance	4
Technical Guide	5
Overview	5
Getting Started	6
General Instructions	8
Main Menu	8
District Contact Information	10
Upload or Create Records Menu	11
Staff & Assignment List	16
Employment Information	19
Assignment Information	20
Check for Validation Errors	22
Report Menu	23
Locking and Submitting the Fall Staff Report	30
Data Definitions	31
Data Definitions	31
Field Level Assistance by Page	35
Employee Information Page Field Level Assistance	35
Assignment Information Page Field Level Assistance	37
Common Reporting Errors	39
Upload File Structures	40
Staff File Structure	40
Assignment File Structure	41
Validation Criteria for the Staff & Assignment Files	42




Welcome



Welcome to the **PI-1202 Fall Staff Report** Help Documentation. This project contains documentation pertaining to the PI-1202 Fall Staff Report web based application. You will find Word version of the online Help documentation at this website:

<http://www.dpi.state.wi.us/dpi/dltcl/lbstat/doc/1202doc06.doc>

This documentation provides you with all the information you require to be able to operate the online **PI-1202 Fall Staff Report** application, as well as Tips and Tricks, Frequently Asked Questions and changes made to the report every year.

You can utilize the navigation on the left side to browse to the topic of interest. You can also perform a **search** on keywords, as well as the **index** to locate the topic for which you require information. Look up the **Glossary** terms using the Glossary tab. Alternately, if you wish to read through the entire help, page by page, simply click on the  **Browse** buttons at the top left hand corner of the page.

In order to read information on a topic or section, click on the  **Book** Icon to open it  in the left navigation menu. Double click on the  **Topic** icon to load the topic in the right hand side of the page.

For a no-frames version of the help, simply click on the  in the left frame. This will close the navigation frame. In order to reopen the navigation frame, click on the  **Contents** tab on the top frame. **Note:** The ability to hide the table of contents in the left frame is not available in Netscape Navigator.

Text coded in blue, like this *example* is an expanding hotspot. In order to view the contents of the expanding hotspot, click on the *text*. Glossary terms within the text are expanding hotspots. Expanding hotspots are text links that expand to display additional information in the topic content when clicked. These hotspots do not display other topics. Rather, they expand to show additional information that can help users accomplish tasks. These hotspots are only available if the user's viewer supports Dynamic HTML.

To close Help, click on the X in the upper right-hand corner.

2005-2006 PI-1202 Fall Staff Report Improvements

Data Collection Changes and Reminders

Among the modifications to the Fall Staff Report are new area position codes and a new way of describing assignments. When creating and modifying staff and assignment data, carefully read the questions and descriptions. Please refer to the help section 'Field Level Assistance by Page' for further clarification of specific questions.

Salary and fringe benefits are no longer being collected for extra curricular duties. Report only the salary and fringe benefits from the contract for regular assignments.

If a field is described as numeric, it must be zero-filled if no data is being reported.

Please use the name from the individual's Social Security card. This will minimize discrepancies between districts when data is being reported for one individual by multiple districts.

Do not create artificial Social Security Numbers. Please use the Social Security Number from the individual's Social Security card. All employees must have valid Social Security Numbers in order to be employed, so no SSN will be accepted if it contains alphabetic characters or too many strings of zeros.

The following position/assignment codes may be reported with a Working School Number of 0000, **only if the individual worked at more than five locations**. DPI will be monitoring these cases closely and may rescind this waiver in the next reporting period:

- 53/0001 Teacher Non-Teaching Time
- 53/0002 Academic support
- 53/0003 Mentor
- 53/0312 Title I Reading
- 53/0506 Music Instrumental
- 53/0511 Music Choral, grades 6-12
- 53/0515 Music General
- 53/0800 Cross Categorical
- 53/0805 Hearing Impairment
- 53/0808 Early Childhood Special Education
- 53/0810 Cognitive Disability
- 53/0811 Learning Disability
- 53/0815 Orthopedic Impairment
- 53/0825 Visual Impairment
- 53/0826 Orientation and Mobility
- 53/0830 Emotional Behavioral Disability
- 53/0832 Other Health Impairment
- 53/0840 Special Education Hospital Program
- 53/0841 Special Education Homebound Program
- 53/0860 Adaptive Physical Education
- 53/0933 Homebound Instruction
- 53/0935 At-Risk Tutor
- 53/0952 Alternative Education
- 84/0000 Speech/Language Pathologist

The 1202 data your district uploads or creates will be validated quite precisely and must be free of errors before it can be locked and submitted to the Department. You may validate your uploaded data at any time by clicking on the Validate button.

Internet Application

The Department of Public Instruction collects PI-1202 data using a web-based application on the Internet. The URL for accessing PI-1202 software is **<http://www2.dpi.state.wi.us/staff>**.

Staff responsible for completing the PI-1202 are able to create records from the previous school year or use a file-upload process to load files. The staff and assignment records may then be modified as needed and additional records may be added. Reports are available to summarize and validate the district data.

Browser Versions

For the PI-1202 software to work properly, use browsers that are W3C compatible: Internet Explorer (IE) 5.5 (or greater) or Netscape 6.0 (or greater). If you need to upgrade your Internet browser, contact your district's technical support team.

1202 Staff Listserve

To subscribe to the 1202 Staff Listserv, send an e-mail to majordomo@badger.state.wi.us. Leave the subject line blank. In the message body, type **subscribe 1202staff**.

Frequently Asked Questions

To find answers to frequently asked questions, changes being made to the PI-1202 and the schedule, please check this web site:

<http://www.dpi.state.wi.us/dpi/dltcl/lbstat/fallsf05.html>.

For Assistance

For assistance with PI-1202,

- call (608) 267-3166
- or
- e-mail [*barbara.ballweg@dpi.state.wi.us](mailto:barbara.ballweg@dpi.state.wi.us) or dpistats@dpi.state.wi.us

Your message will be routed to the individual best able to respond to your specific query; if you haven't received a reply by the end of the next business day, please indicate so in a second message.

Technical Guide

Overview

The PI-1202 Fall Staff Reporting System facilitates the collection of agency staff demographic and assignment data. This system, created for the 2005 - 2006 school year, replaces the previous year's processing system.

Update the staff files to show staff employed by your agency as of the third Friday in September. Delete records of those no longer employed; add records for new staff members; and update records appropriately.

New staff added to the Fall Staff report should show one year of local experience. Total experience should reflect the number of years of educational experience including the current school year.

Be sure to update salary information and verify fringe benefit entries. Fringe benefits reported on the PI-1202 Fall Staff report are the total of all of those listed under Object 200 Employee Benefits in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) Handbook.

Most teachers (position 53) should be reported at a school level, not a district level. Use a school number instead of the 0000, if at all possible. If you prepare a file to import your data, make sure that all teachers are reported at a school level from your source files. (See exceptions to this rule in 2005-2006 PI-1202 Fall Staff Report Improvements above.)

When data entry is complete verify the data with the 'Check for Validation Errors' link and review the reports available on the 'Report Menu'. Once the data has been verified, 'Lock and Submit' the PI-1202 Fall Staff Report to the DPI.

Getting Started

Select the appropriate School Year to continue to Log In.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION	
PI-1202 FALL STAFF REPORT	
Please Log in:	
Application:	PI1202-Fall Staff Report
School Year	2004 - 2005 ▾
Continue Log In:	Next >>
DPI Contact Information: -----	
Contact application coordinator: Barbara Ballweg	
Contact Email: barbara.ballweg@dpi.state.wi.us	
Contact Phone: (608)267-3166	

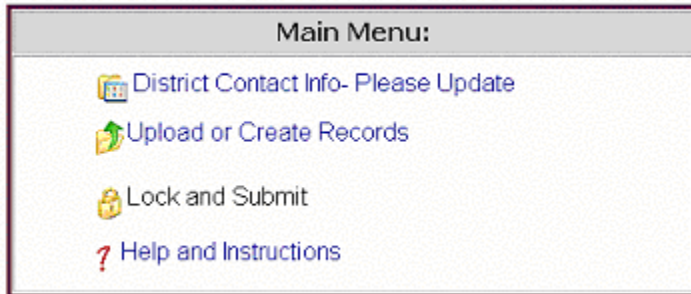
Select the appropriate Education Agency and enter the assigned password to continue to the Main Menu. For an individual agency, only one person should access the system at a time.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION	
DATA COLLECTION LOG IN	
Application:	PI1202-Fall Staff Report
School Year:	2004-2005
Education Agency:	Sch for Early Dvlpt & Achieve(8107) ▾
Password:	••••
Click to Continue	Next>>
DPI Contact Information: -----	
Contact application coordinator: Barbara Ballweg	
Contact Email: barbara.ballweg@dpi.state.wi.us	
Contact Phone: (608)267-3166	

General Instructions

Main Menu

The number of choices available on the main menu will change as sequential steps of the application are completed. Upon first entry to the Fall Staff Reporting System, the following menu will be displayed. Note that a link is 'grayed' when it is not available. For an example, see the 'Lock and Submit' link below.






Once the 'District Contact Information' has been entered and saved, the associated link label will change to no longer read 'Please Update'. After data has been loaded, more options will become available and the following menu will be displayed.



For security reasons, the application will 'time out' or disconnect from the DPI server after 20 minutes of inactivity. 'Use' means that navigation within the application has occurred or data has been specifically saved. If a 'time out' has occurred, a message will appear with the option to 'exit the application and return to the DPI web site' or to 're-enter the application and log in again'.

District Contact Information

In order to facilitate the flow of information to those responsible for filing the PI-1202 Fall Staff Report, it is necessary to update the contact information for the district. If the information is the same as the prior year, click on save to confirm the information. This information must be updated or confirmed before the PI-1202 data can be submitted to DPI.

District Contact Information	 SAVE  CANCEL  HELP
District Code: 8107	
District Name: Sch for Early Development & Achievement	

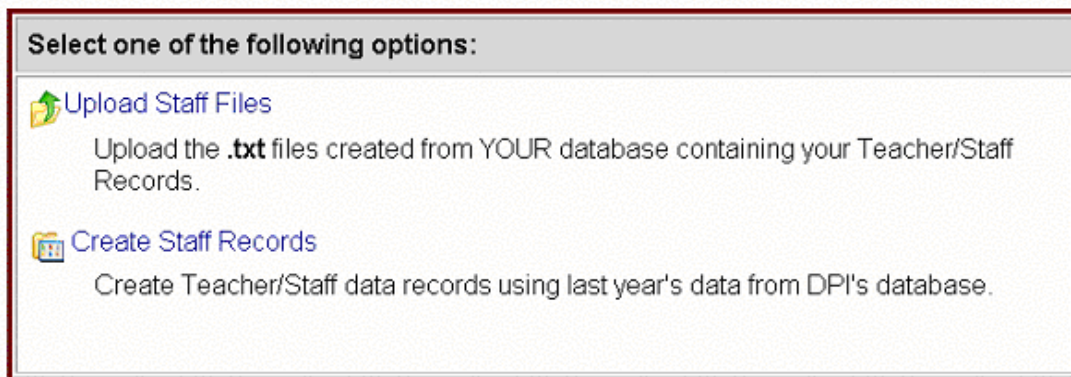
Primary Contact: (responsible for completing PI-1202)			Secondary Contact (responsible for verifying PI-1202 data)		
* First	Middle	* Last	First	Middle	Last
<input type="text" value="Gena"/>	<input type="text" value="A"/>	<input type="text" value="Stezala"/>	<input type="text" value="Sharon"/>	<input type="text" value="L"/>	<input type="text" value="Johnson"/>
* Name:					
Personal Suffix:					
Email: <input type="text" value="gstezala@mcfi.net"/>			<input type="text" value="sjohnson@mcfi.net"/>		
* Phone:	<input type="text" value="414"/>	<input type="text" value="342-4008"/>	ext.	<input type="text"/>	
Fax:	<input type="text" value="414"/>	<input type="text" value="342-3906"/>	ext.	<input type="text"/>	

|  SAVE |  CANCEL

Upload or Create Records Menu

Two options are available to enter fall staff report data. Data may be uploaded into the application in two text files (*.txt) or records may be created from the staff and assignment records on file at the DPI from the previous school year. All data must be either uploaded or created. It is not possible to upload a portion of the data and create the remaining data. Once the initial data has been loaded into the P1202 application, it can be edited or modified from the Staff & Assignment List.

Upon first entry to the 'Upload or Create Records' Menu, the following menu will be displayed. If your agency plans to Upload Staff and Assignment Files, you will need to be familiar with these record structures. Two files should be created, one for personal staff information and another for assignment data. See the 'Upload File Structures' section for detailed information about these files.



Uploading Records

By clicking the 'Upload Staff Files' link, the following prompt will be displayed. Enter or browse to a file and click the 'Upload File' button.




When the upload process is complete, a message will be displayed which shows the number of records inserted. To upload the Assignment File immediately, click the 'Continue' button.

Processing File.... This may take a few minutes.  MAIN MENU  EXIT





File Upload Complete.
188 records inserted

If the number of records uploaded does not match the number of records in your upload file, please check your file for records with an invalid format.



 CONTINUE


To upload Assignment records, click 'Upload Assignment Files'.

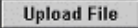
Select one of the following options:

-  Upload Assignment Files
Upload the **.txt** files created from YOUR database containing your Teacher/Staff Records.
-  Create Staff & Assignment Records
Create Teacher/Staff data records using last year's data from DPI's database.
- Delete Existing Staff Records
Delete Existing Teacher/Staff data records for this year in order to upload or create records again.

Enter or browse to a file location and click the 'Upload File' button to initiate the upload process.

Upload Assignment Data File  Main Menu  Help

Select Assignment Data File 



When the upload process is complete, the following message will be displayed. Click the 'Continue' button, to validate the records or click the 'Main Menu' button to exit the upload menu.

Processing File.... This may take a few minutes.

 MAIN MENU  EXIT



File Upload Complete.
188 records inserted

If the number of records uploaded does not match the number of records in your upload file, please check your file for records with an invalid format.

 CONTINUE

Note: Should the user exit the upload process following the upload of the staff file and before uploading the assignment records, the above menu will be displayed upon next entry into the system. The upload of the assignment file must be completed to continue.

Creating Records

Staff and Assignment records can be created from existing DPI data for the previous school year by clicking the 'Create Staff Records' link from the 'Upload or Create Records' Menu. The created records will reflect the most up-to-date data from the DPI database at that point in time, and will have the Local and Total Years of Experience rolled forward one year for each staff member.

Any changes in DPI's data after the time of record creation will not be reflected in the P1202 application.

When the staff records have been completed, the following message will appear. To return to the upload/create records menu, click Continue.

Creating Records.... This may take a few minutes.

 MAIN MENU  EXIT





Record Creation Complete.

 CONTINUE



To create assignment records from the DPI database, click 'Create Assignment Records & check for validation Errors.

Select one of the following options:

-  Upload Staff & Assignment Files
Upload the **.txt** files created from YOUR database containing your Teacher/Staff Records.
-  Create Assignment Records & Check for Validation Errors
Create Teacher/Staff data records using last year's data from DPI's database and check for validation errors.
- Delete Existing Staff Records
Delete Existing Teacher/Staff data records for this year in order to upload or create records again.

After creation of assignment records, validation is initiated by clicking the 'Continue' Button.

Creating Records.... This may take a few minutes.  MAIN MENU  EXIT










Record Creation Complete.

 CONTINUE

Deleting Records

To delete records that have been uploaded or created from the DPI database, click "Delete Existing Staff Records" or "Delete Only Assignment Records". **Any changes made to these records will be lost when they are deleted.**

Create Staff Data Records **MAIN MENU**  **HELP**  **EXIT****Select one of the following options:**

-  **Upload Staff & Assignment Files**
Upload the **.txt** files created from YOUR database containing your Teacher/Staff Records.
-  **Create Staff & Assignment Records**
Create Teacher/Staff data records using last year's data from DPI's database.
-  **Delete Existing Staff & Assignment Records**
Delete Existing Teacher/Staff data records for this year in order to upload or create records again.
-  **Delete Only Assignment Records**
Delete Existing Teacher/Staff data records for this year in order to upload or create assignment records again.

Delete ALL records**YOU ARE GOING TO DELETE ALL RECORDS!!!****Is this really what you want to do?****Click on "Delete" to delete records or click "Cancel" to go back.** **DELETE**  **CANCEL**

Staff & Assignment List

From the Main Menu, select the "Staff & Assignment List". The list is available by the first letter of the last name. Only 10 staff records (and all corresponding assignments) are displayed on a page at a time. If a given staff member has more than one assignment, the row colors of assignments will alternate between white and yellow for ease in viewing.

Update the staff files to show staff employed by your agency as of the third Friday in September. Delete records of those no longer employed; add records for new staff members; and update records appropriately. New staff added to the Fall Staff report should show one year of local experience. Total experience should reflect the number of years of educational experience including the current school year.

District: 8107 - Sch for Early Dvlpt & Achieve

Staff & Assignment List							
Record Navigation: M P S W NEXT PREV							
444-33-2244	Mellow, Marcia	WorkLEA	School	Position	Assignment	FTE	Delete
edit		0140	0080	84 - S/L Pathlgst	0000	50	Delete
edit		0140	0160	84 - S/L Pathlgst	0000	25	Delete
edit		0140	0260	84 - S/L Pathlgst	0000	25	Delete
111-22-3333	Midity, Hugh	WorkLEA	School	Position	Assignment	FTE	Delete
edit		0140	0070	53 - Teacher	0400 - Mathematics	100	Delete
edit		0140	0070	77 - Athlct Coach	0000	0	Delete
222-33-4444	Mongus, Hugh	WorkLEA	School	Position	Assignment	FTE	Delete
edit		6720	0020	06 - Ast Dist Adm	0000	100	Delete
333-44-5555	Mouse, Minnie	WorkLEA	School	Position	Assignment	FTE	Delete
edit		0469	0060	73 - Cafeteria Wk	0000	75	Delete
111-33-4444	Muenster, Abby	WorkLEA	School	Position	Assignment	FTE	Delete
edit		0119	0050	55 - Psychologist	0000	24	Delete
Record Navigation: M P S W NEXT PREV							

Record Navigation

- To view a list of staff members and assignments, use the record navigation bar to select the appropriate letter which corresponds to the first letter of the staff member's last name.

Record Navigation: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z NEXT PREV

- To move within the list of names beginning with the letter that is being viewed, click 'NEXT' or 'PREV'. To view last names starting with a different letter, select the letter from the navigation bar.
- Note that when detail information is saved for a staff member or an assignment, the detail screen will close and return to the Staff & Assignment List with the recently modified record as the first record on the list.

View or Edit Staff Information

To view or edit data for a staff member, click the social security number to the left of the staff member's name. See the 'Employee Information' topic for more information.

Staff & Assignment List [ADD EMPLOYEE](#) [UPLOAD](#) [REPORTS](#) [MAIN MENU](#) [HELP](#) [EXIT](#)

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

	333-44-2222	De Cat, Morris	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	1279	72 - Plnt Mnt Per	0000	50	Delete
	222-22-2222	Duck, Donald	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	0000	05 - Dist Admin	0000	100	Delete
edit			8107	1279	18 - Dept Head	0250 - Business Ed	100	Delete

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

View or Edit Assignment Information

To view or edit assignment data, click 'edit' to the left of the specific assignment. See the 'Assignment Information' topic for more information.

Staff & Assignment List [ADD EMPLOYEE](#) [UPLOAD](#) [REPORTS](#) [MAIN MENU](#) [HELP](#) [EXIT](#)

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

	333-44-2222	De Cat, Morris	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	1279	72 - Plnt Mnt Per	0000	50	Delete
	222-22-2222	Duck, Donald	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	0000	05 - Dist Admin	0000	100	Delete
edit			8107	1279	18 - Dept Head	0250 - Business Ed	100	Delete

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

Delete a Staff Member

To delete a staff member, click 'Delete' to the right of the staff member name. All associated assignments will be deleted at the same time.

Staff & Assignment List [ADD EMPLOYEE](#) [UPLOAD](#) [REPORTS](#) [MAIN MENU](#) [HELP](#) [EXIT](#)

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

	333-44-2222	De Cat, Morris	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	1279	72 - Plnt Mnt Per	0000	50	Delete
	222-22-2222	Duck, Donald	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	0000	05 - Dist Admin	0000	100	Delete
edit			8107	1279	18 - Dept Head	0250 - Business Ed	100	Delete

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

Delete an Assignment

To delete a single staff assignment, click 'Delete' on the right of the assignment information.

District: 8107 - Sch for Early Dvlpt & Achieve

Staff & Assignment List

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

	SSN	Name	WorkLEA	School	Position	Assignment	FTE	Delete
edit	333-44-2222	De Cat, Morris	8107	1279	72 - Plnt Mnt Per	0000	50	Delete
edit	222-22-2222	Duck, Donald	8107	0000	05 - Dist Admin	0000	100	Delete
edit			8107	1279	18 - Dept Head	0250 - Business Ed	100	Delete

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

Search by SSN

To search for a staff member by SSN, enter the staff member's social security number in the 'Search for SSN' box and click the 'Search' button to locate a specific staff member.

Staff & Assignment List

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

	SSN	Name	WorkLEA	School	Position	Assignment	FTE	Delete
edit	333-44-2222	De Cat, Morris	8107	1279	72 - Plnt Mnt Per	0000	50	Delete
edit	222-22-2222	Duck, Donald	8107	0000	05 - Dist Admin	0000	100	Delete
edit			8107	1279	18 - Dept Head	0250 - Business Ed	100	Delete

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

Search for SSN:

Employment Information

All information except the social security number may be edited. If a staff record has the wrong social security number, the employee and all corresponding assignment records must be deleted and recreated (see instructions under the 'Staff & Assignment List' topic). Add a new record for the individual and add new assignment records. Tips about validation rules are for each field with a red question mark within the Field Level Assistance by Page Guide.

Be sure to update salary information and verify fringe benefit entries. Fringe benefits reported on the PI-1202 Fall Staff report are the total of all of those listed under Object 200 Employee Benefits in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) Handbook.

Employee Information

 SAVE & RETURN TO STAFF LIST

 SAVE & ADD ASSIGNMENT

 CANCEL

 MAIN MENU

 HELP

SSN: 111 - 22 - 3333

Last Name:

First Name: Middle:

Personal Suffix:

Former Last Name:

Gender: ?

Year of Birth: (Enter as yyyy) ?

Race: ?

Highest Degree: ?

Years Experience:

Within District: ?

Total Years: ?

Contract Days: ?

Contract Salary: ?

Fringe Benefits: ?

Two options are available to save the Employee Information. To save the employee information and add an assignment (for new employees or an existing employee with an additional assignment), click the 'Save & Add Assignment' Link. To save the employee information and return to the staff list page, click the 'Save & Return to Staff List' Link.

Assignment Information



Four criteria are presented to determine the subsequent assignment survey questions. Complete the criteria from top to bottom. To choose a position code, click on the arrow for a drop-down list of choices.

Position Code:

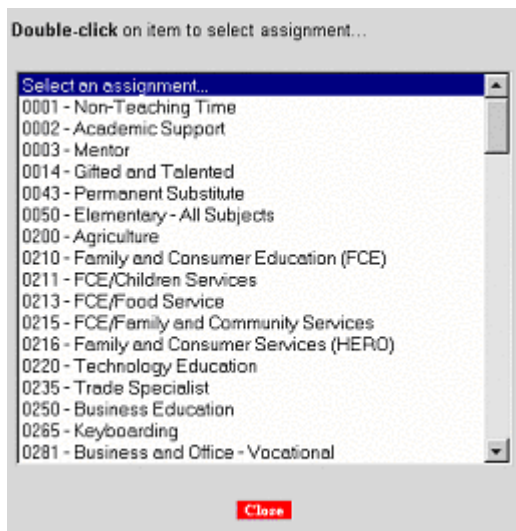
Assignment Code: ? See List

Working LEA: ? See List

School: ? See List

To choose an assignment code, click the "See List" to the right of the Assignment Code line and a list of valid assignments for the chosen position code will be displayed. Double-click the appropriate assignment to add the proper code to the assignment box on the assignment info form. If the assignment code is known, it is not necessary to view the list. Note that selecting a new 'Position Code' will force reentry of the 'Assignment Code'.



To display a list of valid Working LEA's and a list of Valid Schools, follow the same procedure to fill the 'Working LEA' and 'School'. Note that selecting a new 'Working LEA' will force reentry of the 'School'.

Teachers (position 53) should be reported at a school level, not a district level. Use a school number instead of the 0000 (that is only used for district level reporting). If you prepare a file to import your data, make sure that all teachers are reported at a school level from your source files.

Click 'Continue' to display the next assignment screen.

Depending on the position, assignment and validation rules, a list of questions will be presented about the assignment. This list will vary depending on what information needs to be collected for a given assignment. Refer to the 'Assignment Information' topic in the 'Field Level Assistance by Page' section for further information about the assignment questions.

Assignment Related Questions		SAVE	SAVE & ADD ASSIGNMENT	CANCEL	MAIN MENU	HELP
Work LEA: 0140	Work School: 0070					
SSN: 111-22-3333	Position: 53 - Teacher					
Name: Hugh Midity	Assignment: 0400 - Mathematics					

FTE percentage for this assignment:

Grades for which this assignment is performed: (check all that apply)

09 10
 11 12

Does this individual teach in a state or locally funded bilingual education program?

Yes No

Is this assignment being performed by a long term substitute?

Yes No

SAVE SAVE & ADD ASSIGNMENT CANCEL

Upon completing the assignment and answering all questions, click 'Save' to save the assignment information and return to the 'Staff & Assignment List'. To save the current assignment and to complete another assignment for the selected staff member, click 'Save and Add Another Assignment'.

To return to the 'Staff & Assignment List' without saving assignment information, click the 'Cancel' button.

Check for Validation Errors

Data integrity of staff member and assignment data must be verified prior to submission. The following items must be validated without errors to submit the Fall Staff Report.


- Update of District Contact Information
- Upload or Creation of Staff & Assignment Records
- Approval of Administrative Salary Report
- Approval of Salary Report by Position, Ethnic Group and Gender

Warnings are displayed for questionable data, but do not prevent submission. See the 'Reports Menu' Topic for more information.

Note that errors will NOT appear on the Error and Conflict Reports until 'Check for Validation Errors' has been run. Also, the 'Check for Validation Errors' must be run after error correction to update the Error and Conflict Reports.

Validating Records

Upon completion of the validation process, the following message is displayed. To view a list of assignment errors, go back to the Main Menu, click on "Reports" and then on 'Staff Assignment Errors'. To view a list of staff members and their assignments, go back to Main Menu and click on 'Staff and Assignment List'.

Validating Records.... This may take a few minutes.  [MAIN MENU](#)





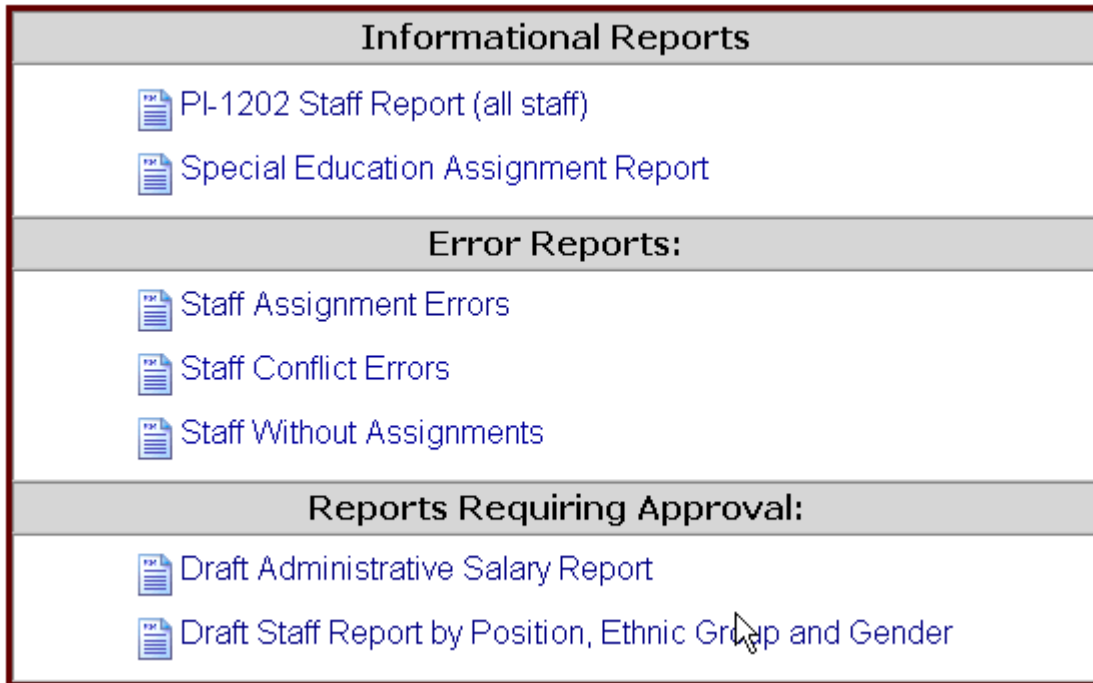
Data Validation Check is Complete.

 [MAIN MENU](#)

Report Menu

Several reports are available to summarize and prepare Fall Staff Reporting data for submission. In order to submit data to DPI, all errors must be cleared up and the Draft Administrative Salary Report and Draft Staff Report by Position, Ethnic Group and Gender must be viewed and approved.

Note: Errors will NOT appear on the Error and Conflict Reports until 'Check for Validation Errors' has been run from the Main Menu or during the data load process.



PI-1202 Staff Report and Special Education Assignment Report

The 'PI-1202 Staff Report' and 'Special Education Assignment Report' follow a similar format.

The 'Special Education Assignment Report' is a subset of the 'PI-1202 Staff Report'. In both reports, staff will be broken out by the first letter of the last name. The list will vary by the letter selected in the navigation bar at the top of the page.

[Reports](#) | [Main Menu](#) | [Help](#)



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
PI-1202 FALL STAFF REPORT

District: 4179 - Oshkosh Area Sch Dist
PI 1202 - Staff Assignment Report
Last Names Beginning with the Letter A

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name: Abbott, Roberta		SSN: ##-##-####		Year of Birth: 1957	High Degree: 2	Former Last Name:					
Gender: F	Race: W	LEA Years: 11		Total Years: 11	Salary:	Benefits:			Contract Days:		
LEA	School	Position	Assignment	Grades	FTE	Bilingual ESL	LEP Students	Long Term Sub	Private contract	Major in Content	Content Lic. Test
4179	0000	07 Pgm Aide	0883 SE Aide		100	0	0	N	0	0	0

Name: Abhold, Jodi		SSN: ####-##-####		Year of Birth: 1968	High Degree: 4	Former Last Name:					
Gender: F	Race: W	LEA Years: 3		Total Years: 3	Salary:	Benefits:			Contract Days:		
LEA	School	Position	Assignment	Grades	FTE	Bilingual ESL	LEP Students	Long Term Sub	Private contract	Major in Content	Content Lic. Test
4179	0240	53 Teacher	0811 Learning Dis		100	0	0	N	0	0	0

Links at the top of the page will redirect the user back to the report menu or to the main menu.

Staff Assignment Errors Report

The 'Staff Assignment Errors' report will list the name, identifying assignment information and the error or warning descriptions. These errors are generated during the data validation check (run after upload or creation of records or from the main menu). After correcting errors, the 'Check for Validation Errors' should be run again to clear out those errors that have been corrected. In order to lock there may be no errors in this report. It is possible to lock with warning messages.

Below are a list of assignments that have missing or invalid data based on your last check for validation errors. Please make corrections and  **Check for Validation Errors**. The following errors must be corrected before your data can be locked.

SSN	Name	Work LEA	Work School	Position	Assignment	Error
444-33-2244	Mellow, Marcia	0140	0080	84	0000	🚩 Error: Missing bilingual/ESL certification info
444-33-2244	Mellow, Marcia	0140	0080	84	0000	🚩 Error: Missing LEP student information
444-33-2244	Mellow, Marcia	0140	0160	84	0000	🚩 Error: Missing bilingual/ESL certification info
444-33-2244	Mellow, Marcia	0140	0160	84	0000	🚩 Error: Missing LEP student information
444-33-2244	Mellow, Marcia	0140	0260	84	0000	🚩 Error: Missing bilingual/ESL certification info
444-33-2244	Mellow, Marcia	0140	0260	84	0000	🚩 Error: Missing LEP student information
111-22-3333	Midity, Hugh	0140	0070	53	0400	🚩 Error: Missing required data: assignment grades
111-22-3333	Midity, Hugh	0140	0070	53	0400	🚩 Error: Missing LEP student information
111-22-3333	Midity, Hugh	0140	0070	53	0400	🚩 Error: Missing long term substitute information
111-22-3333	Midity, Hugh	0140	0070	53	0400	🚩 Error: Missing content licensing test information
111-22-3333	Midity, Hugh	0140	0070	53	0400	🚩 Error: Missing bilingual/ESL certification info

Click on the social security number to continue to the Staff & Assignment List information page to edit employee or assignment information. The navigation bar on top will disappear as the list of staff assignment errors gets smaller.

Staff Conflict Report

The 'Staff Conflict' report lists staff records for individuals who have been reported with the same social security number by multiple districts with different demographic information (name, birth, race, gender, high degree). These conflicts could prevent locking and submission of data. Also if an individual's total FTE across all districts is greater than 200, it will be reported here as well. For assistance, call the DPI, (608) 267-3166.

Staff Name & Total FTE Errors

SSN	Name	Error
222-22-2222	Duck, Donald	🚫 Error: Total FTE of all assignments exceeds limit
222-22-2222	Duck, Donald	🚫 Error: Same SSN w/ different name across districts
222-22-2222	Duck, Donald	⚠ Warning: Same SSN w/ different birthyear across districts
222-22-2222	Duck, Donald	⚠ Warning: Same SSN w/ different spelling across districts
222-22-2222	Duck, Donald	⚠ Warning: Same SSN with different degree across districts
111-22-3333	Midity, Hugh	🚫 Error: Total FTE of all assignments exceeds limit
111-22-3333	Midity, Hugh	🚫 Error: Same SSN w/ different name across districts
111-22-3333	Midity, Hugh	⚠ Warning: Same SSN w/ different birthyear across districts
111-22-3333	Midity, Hugh	⚠ Warning: Same SSN w/ different spelling across districts
111-22-3333	Midity, Hugh	⚠ Warning: Same SSN with different degree across districts
111-22-3333	Midity, Hugh	⚠ Warning: Same SSN with different gender across districts
111-22-3333	Midity, Hugh	⚠ Warning: Same SSN with different race across districts
555-55-5555	Wonderland, Alisson	🚫 Error: Total FTE of all assignments exceeds limit

Click on the social security number on a given line to continue to the Duplicate Staff Information page. Demographic information, excluding the name, submitted by all districts for this social security number will be shown. This will help in finding discrepancies in data. For name discrepancies contact the districts listed.

Duplicate Staff Information | [EDIT STAFF INFORMATION](#) | [STAFF CONFLICT REPORT](#) | [MAIN MENU](#) | [HELP](#)

Duplicate SSN:

[Show staff information](#)

District	Last	First	Middle	Suffix	Former Name	Gender	Race	Birth Year	High Degree
Rib Lake						M	W	1945	4
Sch for Early Development & Achievement	Duck	Donald				M	W	1955	5

[EDIT STAFF INFORMATION](#) | [STAFF CONFLICT REPORT](#) | [MAIN MENU](#)

To view duplicate staff information for another person, enter the social security number and click the 'Show Staff Information' button.

Staff Without Assignments Report

The 'Staff Without Assignments' report displays any staff members that have no assignments. To add an assignment click 'edit' to the left of the staff member. The 'Employee Information' page will be displayed where the user can choose to add an assignment.

**District: 8107 - Sch for Early Dvlpt & Achieve
Staff without Assignments**

Staff Without Assignments

REPORTS STAFF LIST MAIN MENU HELP EXIT							
	SSN	Name	Sex	Race	High Degree	Birth Year	
edit	888-22-5555	Dokie, Okie	M	B	2	1987	delete

Administrative Salary Report

The 'Administrative Salary Report' displays what the administrative salary report would look like based on the data reported by the district. This can be a tool for catching errors in reporting. In order to lock and submit the data, the district must review this report and select "I accept this report".

**District: 8107 - Sch for Early Dvlpt & Achieve
PI 1202 - DRAFT Administrative Salary Report**

Please Review this preliminary administrative salary report. If there are errors, return to the [Staff & Assignment List](#) to correct the staff data. If the report appears correct, please check the box below and click submit.

I accept this report

REPORTS STAFF LIST MAIN MENU HELP EXIT											
Position	Name	Gender	Race	Birth Year	Salary	Fringe	FTE	Contract Days	Local Years	Total Years	High Degree
05 - District Administrator	Alisson Wonderland	F	W	1955	\$68,276	\$15,566	1.25	170	2	3	4
10 - Director of Instruction/Program Supervisor	Allie Gator	F	I	1957	\$10,059	\$3,321	0.25	356	1	1	6
51 - Principal	Donald Duck	M	W	1955	\$49,543	\$12,453	1.00	365	14	19	5
80 - Director of Special Education and/or Pupil Services	Alisson Wonderland	F	W	1955	\$27,311	\$6,227	0.50	170	2	3	4
Summary Values					\$155,188	\$37,567	3.00				






Staff Report by Position, Ethnic Group and Gender

The 'Draft Staff Report by Position, Ethnic Group and Gender' will display FTE reports based on the data provided. This report is broken up into Administrative and Licensed positions. This can be a tool for catching errors in reporting. In order to lock and submit the data, the district must review and approve this report.






**District: 8107 - Sch for Early Dvlpt & Achieve
 PI 1202 - DRAFT -- Staff Report
 By Ethnic Group, Gender, and Position**

This report has been approved by Sch for Early Dvlpt & Achieve

Administrative Positions

    												
Position	Asian Pacific Islander		Black not of Hispanic Origin		Hispanic		American Indian Alaskan Native		White, not of Hispanic Origin		Not Reported	Total
	F	M	F	M	F	M	F	M	F	M		
05 - District Administrator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25	0.00	0.00	1.25
10 - Director of Instruction/Program Supervisor	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.25
51 - Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
80 - Director of Special Education and/or Pupil Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
Total By Gender	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	1.75	1.00	0.00	3.00
Total By Ethnic Group	0.00		0.00		0.00		0.25		2.75			

Licensed Staff Positions

 REPORTS  STAFF LIST  MAIN MENU  HELP  EXIT												
Position	Asian Pacific Islander		Black not of Hispanic Origin		Hispanic		American Indian Alaskan Native		White, not of Hispanic Origin		Not Reported	Total
	F	M	F	M	F	M	F	M	F	M		
18 - Department Head	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
19 - Teacher in Charge	0.00	0.00	0.00	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25
53 - Teacher	0.00	0.00	0.00	0.25	0.00	0.00	0.25	0.00	2.75	0.00	0.00	3.25
55 - School Psychologist	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.05	0.00	0.00	0.05
59 - School Physical Therapist	0.00	0.00	0.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.12
63 - School Occupational Therapist	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25
64 - Program Coordinator	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.25	0.00	0.00	1.25
84 - Speech/Language Pathologist	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
Total By Gender	0.25	0.00	0.12	2.50	0.00	0.00	0.25	0.00	4.05	1.00	0.00	8.17
Total By Ethnic Group	0.25		2.62		0.00		0.25		5.05			

Locking and Submitting the Fall Staff Report

The following items must be completed to submit the Fall Staff Report.

- Update of District Contact Information
- Upload or Creation of Staff & Assignment Records
- Verify that no Validation Errors Exist
- Approval of Administrative Salary Report
- Approval of Salary Report by Position, Ethnic Group and Gender

Once the Fall Staff Report is submitted, the application is 'locked' meaning modifications may not be made. To "unlock" data for further modification, contact DPI.

Data Definitions

Data Definitions

The following definitions are not all inclusive; some data elements are self-explanatory, i.e. Last Name. Conversely, some definitions below are informational only and do not represent a distinct data element, i.e. Staff Type.

Hiring LEA Number: This is the four-digit number that has been assigned by the Wisconsin Department of Public Instruction (DPI) to the agency responsible for completing this report.

School Year: This is the four-digit year that this report represents. For example, school year 2005-2006 = 2006.

Social Security Number: The nine-digit number assigned to the person by the Social Security Administration. This is used to match against DPI license records for auditing data. Invalid numbers will require corrections by the hiring agency.

Staff Types:

Professional - Special Education: All professional staff working with special education programs. This includes: assistant director of special education, director of special education and/or pupil services, school audiologist, school occupational therapist, school physical therapist, school psychologist, school social worker, special education teacher, speech/language pathologist, occupational therapist assistant, physical therapist assistant, educational interpreter and special education program coordinator.

Professional – Regular Education: All staff required to be licensed by DPI other than special education staff. This includes: assistant district administrator, assistant principal, audiovisual/technology specialist, business manager, central office administrator, department head, director of human relations/multicultural education/equity, director of instruction/program supervisor, director of pupil services, district administrator, guidance counselor, librarian, library media specialist, library media supervisor, principal, program coordinator, reading specialist, school nurse, subject coordinator, teacher in charge, and teacher.

Short-Term Substitute Teaching: All people on the active substitute list for an agency as of the third Friday in September. The only qualification for a substitute is that they hold any current teaching license or permit. All assignments will be 20 days or less.

Support – Regular Education: All staff that do not require any license from DPI. This includes: advisor to student club, athletic coach, bookkeeper, bus driver, cafeteria worker, clerical/support staff, director of athletics, director of food services, director of public relations, director of transportation, executive assistant/support supervision, other professional staff in a non-educational role, other support staff, plant maintenance personnel, plant operation personnel, program aide, recreation department, and research.

Support – Special Education:

All support staff working with students with disabilities. This includes: special education program aide, special education bus aide and speech/language pathology assistant. These positions require a special education program aide license or a current teaching license or permit.

Personal Suffix: Designations such as Jr, Sr, II, III, etc. Do not use periods or commas as part of the personal suffix.

Gender: Indicates the gender of the staff person.

F = Female

M = Male

Race/Ethnicity Code: Racial/ethnic group with which the staff person identifies.

A = Asian or Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

B = Black, Non-Hispanic: Persons having origins in any of the black racial groups of Africa.

H = Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

I = American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

W = White, Non-Hispanic: Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Year of Birth: The four-digit year in which the staff person was born (must be between 1913 and 1988).

Highest Degree: A code indicating the highest degree of higher learning attained by the staff person regardless of qualifications used on the job.

03 = Associate: A two-year degree from a technical or junior college.

04 = Bachelor's: Any degree from a four-year program in an accredited college or university.

05 = Master's: Any master's degree (such as Master of Arts or Master of Science) from an accredited college or university.

06 = 6-Year Specialist's: Any degree offered as beyond a Master's degree but short of a Doctorate, such as is offered in Education Administration.

07 = Doctor's: Any doctor's degree (such as Doctor of Philosophy) offered by an accredited university.

08 = Other: Any degree that cannot reasonably be described by any of the other degrees listed here; e.g., School Nurses with a nursing degree (R.N. or L.P.N.) rather than a B.S. degree.

Years of Experience in this LEA: The number of years this person has been employed by this agency, to the nearest half year. The time reported should include time through the 2003-2005 school year. (DPI automatically adds one year to this field if records are being created from our database.)

Years of Experience - Total: The number of years this person has been employed by any education agency, to the nearest half year. Private school experience as well as public should be included here. The time reported should include time through the 2003-2005 school year. (DPI automatically adds one year to this field if records are being created from our database.)

Note: Both LEA and total years of experience are based on years of experience in education.

This may overlap different positions. Example: four years as a teacher at district A and two years as a teacher at district B (B being the reporting district) and six years as a principal at district B would make local years of education experience eight and total experience twelve.

Contract Days: The number of days the individual is contracted to work for the hiring LEA. For teachers, this is the regular school year contract; do not include summer contracts for teachers.

Contract Salary: That amount of money specifically cited in the regular contract between the staff member and the hiring LEA. Do not include pay for extra duties; i.e., coaching, advisor to student, etc. The National Education Association has requested that states report only “regular” salaries for instructional staff. NEA specifically says states should not include salaries for “extra curricular duties” or payments for teaching summer school.

Contract Fringe Benefits: Include the total of all items under Object Code 200 in the WUFAR Handbook. They are 210 Retirement, 220 Social Security, 230 Life Insurance, 240 Health Insurance, 250 Other Employee Insurance, and 290 Other Employee Benefits.

LEA Number Where This Assignment is Performed: The four-digit number that has been assigned by the DPI for all agencies. This data element is collected for each assignment, and is the LEA number of the agency where a particular assignment is performed. If for example, a teacher is employed by a CESA but has an assignment at a school district, this is the school district’s LEA number.

Working School Number: This is the four-digit number assigned by DPI for the location within the LEA where the assignment is performed. Zeros may be valid for this data element under certain circumstances. Please refer to “Validation Criteria”

Position Code: This is a code that indicates the employee’s classification in the working agency. Please refer to the “Position and Assignment Code List” found at: <http://www.dpi.state.wi.us/dpi/dtcl/lbstat/xls/posagn2006.xls> .

Assignment Code: This is a code that indicates the type of assignment being performed for the working agency. Please refer to the “Position and Assignment Code List” mentioned above.

FTE: Full-time equivalency expressed as a percentage, 1.00 being 1%; 200.00 being 200%. Do not include time spent on extra curricular duties such as coaching or as a student advisor.

For professionals:

$\frac{\# \text{ of hours the person works in a year}}{\# \text{ of hours in the district's standard work year for that employee's classification}}$

For support staff:

$\frac{\# \text{ of hours the person works}}{2,080}$

Grade Levels for this Assignment: Indicate all grade levels for which this assignment is performed. (All grades lower than KG should be reported as PK.) These data represent the grade levels of the assignment being taught, not the grade levels of the students.

Examples:

If the employee teaches 6th, 7th and 8th grade English, report the grades as 06, 07 and 08.

If the employee teaches 9th grade biology to 9th, 10th and 11th grade students, select grade 09.

If the employee has an elementary special education assignment, the grades may be reported as grades 01, 02, 03, 04, 05, even if there are no students in a particular grade(s).

Note: If grade levels checked are 7 or above, and the working school is a middle, junior or high school, then assignment code 0050 is invalid.

Is this assignment being performed by a long-term substitute?: A long-term substitute is an individual who is assigned as a substitute and who is working more than 20 consecutive days in the same assignment.

Y = Yes

N = No

Is this assignment being performed by a contracted individual?: This question is answered for physical or occupational therapists, physical or occupational therapist assistants, and school nurses. Answering this question yes (Y) allows you to skip filling in gender, race, year of birth, highest degree received, year received, years of experience, salary and fringe benefits. Privately contracted does not include staff hired through a CESA, CCDEB, or 66.30.

Does this employee teach in a state or locally funded bilingual education program:

Yes (Y) or No (N).

Field Level Assistance by Page

Employee Information Page Field Level Assistance

SSN:

Required. Numeric. Nine digits.

Last Name:

Required. A-Z, apostrophe and hyphen only.

First Name:

Required. A-Z, apostrophe and hyphen only.

Middle:

Optional. Can be middle name or just initial. A-Z, apostrophe and hyphen only.

Personal Suffix:

Optional.

Former Last Name:

Optional. A-Z, apostrophe and hyphen only.

Gender:

Blank if contracted individual, else: F = female, M = male.

Race/Ethnicity:

Blank if contracted individual, Required.

Year of Birth:

Blank if contracted individual, else: Four-digit century/year combination. Use the following formula to validate: School Year minus Birth Year must be ≤ 91 and ≥ 15 .

Highest Degree:

May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support", both regular and special education.

Years Experience - Within District:

One to three numeric digits, expressed as a decimal, nn.n. Must be ≥ 1 and ≤ 99.5 .

May be blank for: Contracted individual; position 43/0000; and assignment types of "Support", both regular and special education.

This can be determined asking the Human Resources staff for this LEA, by reviewing the employee's personnel files, and/or by asking the employee.

Years Experience - Total Years (in Education):

One to three numeric digits, expressed as a decimal, nn.n. Must be ≥ 1 and ≤ 99.5 .

May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support", both regular and special education. Must be \geq "Years of Experience in this LEA".

This can be determined asking the Human Resources staff for this LEA, by reviewing the employee's personnel files, and/or by asking the employee.

Contract Days:

One to three numeric digits, no decimal. May be blank for: Contracted individual; position/assignment code 43/0000; assignment types of "Support", both regular and special education.

Contract Salary:

Three to six numeric digits, no decimal, ≤ 200000 . May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support" both regular and special education.

Contract Fringe Benefits:

Three to six numeric digits, no decimal, ≤ 99999 . May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support", both regular and special education.

Assignment Information Page Field Level Assistance

Position Code:

Required. Must be a valid Position code as found in the Position/Assignment table for the year being reported.

Assignment Code:

Required. Must be a valid Assignment code as found in the Position/Assignment table for the year being reported.

Working LEA:

Required. The DPI assigned LEA number of the agency where this assignment is being performed.

Working School:

Required. The DPI assigned school number where this assignment is being performed. Must be a valid school number for the "Working LEA".

If the hiring LEA is a CESA or CCDEB and the working LEA is a CESA or CCDEB, the school number = zeros.

If the working LEA is not a 2R charter, zeros are a valid school number for 53/002, 53/003, 53/0840, 53/0841 and 53/0935 but not for any other 53/assignment combination, nor for positions 19, 51, 52 and 84. Zeros are valid for all other positions not mentioned here.

Zeros are not a valid number for the 2R charter schools.

FTE percentage for this assignment:

Required except for position/assignment 43/0000, and position codes 98/9077 and 98/9078. The FTE total for this SSN must be > 1.00 and < 200.00.

Is this assignment being performed by a long-term substitute?:

Required when Position = 53, and for position/assignment combinations 54/0000, 62/0884, 84/0000 or 85/0000. Y or N.

Does this employee teach in a state or locally funded bilingual education program?

Required only for positions 53 and 84/0000. Y or N.

Is this assignment being performed by a contracted individual?:

Required only for position and assignment code combinations: 59/0888, 59/0886, 63/0888, 63/0885 or 75/0000. Default to 'Y' when Hiring LEA Numbers are 7000 or 7100. Yes or No.

Grades for which this assignment is performed:

Required for positions 51, 52, 53, 80, 83 and 84.

Default to the district's grade range when working school equals zeros or position is 80 or 83.

Default to the school's grade range when position is 51 or 52.

Printed Documentation

NOTE: Assignment code 0050 is not valid if grade levels checked are 7 or above, and the school is a Middle, Junior, or High School.

NOTE: The following position/assignment combinations need to be converted before data is uploaded:

16/0000 to 99/9016	78/0000 to 98/9078
67/0000 to 98/9067	89/0000 to 98/9089
68/0000 to 98/9068	92/0000 to 99/9092
69/0000 to 98/9069	93/0000 to 99/9093
71/0000 to 98/9071	94/0000 to 99/9094
72/0000 to 98/9072	95/0000 to 98/9095
73/0000 to 98/9073	96/0000 to 98/9096
77/0000 to 98/9077	

Common Reporting Errors

Duplicate staff records: If the same year, LEA and SSN appear on separate records within the upload, only the first record will be added. A message will be displayed upon completion of the upload process that there were multiple records for a single SSN in the file.

Duplicate assignment records: If the same year, SSN, hiring agency, working agency, school, position and area appear on separate records, a message will be displayed upon completion of the upload process that there were multiple records for a single assignment. If a staff member holds the same assignment for different grades, all the grades should appear in a single assignment listing.

Name Conflicts: If the name is different (first three letters of first or last name is different) than names with SAME SSN across ALL districts, there will be an error and the data cannot be locked. If there is a misspelling (first three letters are the same, but the rest is different) then it will result in a warning. Data can still be locked but it is recommended that data is corrected in the districts' records (on line and in their offices).

Other staff errors: if race, gender or birth year are different for same SSN across districts an error will be generated. These errors will have to be resolved before data can be locked.

Assignment Records without corresponding Staff Records: Any assignments within that district which do not have a corresponding staff record will be deleted during the validation process. A message will appear upon completion of the validation process listing the SSN of the assignments that were deleted.

Upload File Structures

Staff File Structure

This file contains information for each individual employed or contracted by the reporting (hiring) agency.

The record is 142 bytes long. For specific information for valid fields entry, see the 'Validation Criteria' topic.

	Data Type	Start Position	Length	Format
Filler	spaces	1	1	
Social Security Number	numeric	2	9	
Filler	space	11	1	
Hiring LEA Number	numeric	12	4	
Last Name	alphanumeric	16	20	
First Name	alphanumeric	36	16	
Gender	alpha	52	1	
Race Code	alpha	53	1	
Year of Birth	numeric	54	4	
Highest Degree	numeric	58	2	
School Year	numeric	60	4	
Filler	spaces	64	4	
Local Years Experience	numeric	68	3	99v9
Total Years Experience	numeric	71	3	99v9
Contract Salary	numeric	74	6	
Contract Fringe Benefits	numeric	80	6	
Generation	alphanumeric	86	10	
Filler	spaces	96	4	
Former Last Name	alphanumeric	100	20	
Middle Initial or Name	alphanumeric	120	20	
Contract Days	numeric	140	3	

Assignment File Structure

This file contains all the assignment information for each individual employed or contracted by the reporting (hiring) agency. It should contain one record for each reportable activity a person is assigned. Position codes are designed to cover all employees of education agencies and assignment codes for all activities that need to be reported.

The record is 116 bytes long. For specific information for valid fields entry, see the 'Validation Criteria' topic.

Note that 'Grade Levels' is an array of 22 2-byte fields. Beginning in position 43, store two characters for each grade for which this assignment is performed, i.e., 020305.

	Data Type	Start Position	Length	Format
Filler	spaces	1	1	
Social Security Number	numeric	2	9	
Working LEA Number	numeric	11	4	
Filler	spaces	15	3	
Position Code	numeric	18	2	
Assignment Code	numeric	20	4	
Hiring LEA Number	numeric	24	4	
FTE (percentage)	numeric	28	3	999
Filler	Alphanumeric	31	2	
Bilingual Program	alpha	33	1	
Working School Number	numeric	34	4	
Long Term Sub	alpha	38	1	
Filler	spaces	39	1	
Contracted Assignment	alpha	40	1	
Filler	spaces	41	1	
Filler	spaces	42	1	
Grade Levels	alphanumeric	43	44	
School Year	numeric	87	4	
Filler to fixed length	spaces	91	26	

Validation Criteria for the Staff & Assignment Files

Staff File:

SSN:

Required. Numeric. Nine digits.

Hiring LEA:

Required. The DPI assigned LEA number of the agency responsible for reporting this data.

Last Name:

Required. A-Z, apostrophe and hyphen only.

First Name:

Required. A-Z, apostrophe and hyphen only.

Gender:

Blank if contracted individual, else: F = female, M = male.

Race/Ethnicity Code:

Blank if contracted individual, else: A=Asian or Pacific Islander; B=Black, not Hispanic; H=Hispanic; I=American Indian or Alaskan Native; W=White, not Hispanic.

Year of Birth:

Blank if contracted individual, else: Four-digit century/year combination. Use the following formula to validate: School Year minus Birth Year must be ≤ 91 and ≥ 15 .

Highest Degree Received:

Codes 03, 04, 05, 06, 07 or 08. May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support", both regular and special education. 03=Associate, 04=Bachelor's, 05=Master's, 06=6-Year Specialist's, 07=Doctorate, 08=Other.

School Year:

Four-digit century/year combination for the current school year. For example, school year 2002-2003 = 2003.

Years of Experience in this LEA:

One to three numeric digits, expressed as a decimal, nn.n. Must be $\geq .5$ and ≤ 99.5 . May be blank for: Contracted individual; position 43/0000; and assignment types of "Support", both regular and special education.

This can be determined asking the Human Resources staff for this LEA, by reviewing the employee's personnel files, and/or by asking the employee.

Years of Experience in Education:

One to three numeric digits, expressed as a decimal, nn.n. Must be $\geq .5$ and ≤ 99.5 . May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support", both regular and special education. Must be \geq "Years of Experience in this LEA".

This can be determined asking the Human Resources staff for this LEA, by reviewing the employee's personnel files, and/or by asking the employee.

Contract Salary:

Three to six numeric digits, no decimal, ≤ 200000 . May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support" both regular and special education.

Contract Fringe Benefits:

Three to six numeric digits, no decimal, ≤ 99999 . May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support", both regular and special education.

Generation:

Optional.

Former Last Name:

Optional. A-Z, apostrophe and hyphen only.

Middle:

Optional. Can be middle name or just initial. A-Z, apostrophe and hyphen only.

Contract Days:

One to three numeric digits, no decimal. May be blank for: Contracted individual; position/assignment code 43/0000; assignment types of "Support", both regular and special education.

Assignment File:**SSN:**

Required. Numeric. Nine digits.

Working LEA Number:

Required. The DPI assigned LEA number of the agency where this assignment is being performed.

Position:

Required. Must be a valid Position code as found in the Position/Assignment table for the year being reported.

Assignment:

Required. Must be a valid Assignment code as found in the Position/Assignment table for the year being reported.

Hiring LEA:

Required. The DPI assigned LEA number of the agency responsible for reporting this data.

FTE for this assignment:

Required except for position/assignment 43/0000, and position codes 77 and 78. The FTE total for this SSN must be > 1.00 and < 200.00 .

Working School Number:

Required. The DPI assigned school number where this assignment is being performed. Must be a valid school number for the "Working LEA".

If the hiring LEA is a CESA or CCDEB and the working LEA is a CESA or CCDEB, the school number = zeros.

If the hiring LEA is a CESA and the working LEA is not a CESA, school number must > zeros.

If the working LEA is not a 2R charter, zeros are a valid school number for 53/0840, 53/0841 and 53/0935 but not for any other 53/assignment combination, nor for positions 51, 52 and 84. Zeros are valid for all other positions not mentioned here.

Zeros are not a valid number for the 2R charter schools.

Is this assignment being performed by a long-term substitute?:

Required when Position = 53, and for position/assignment combinations 54/0000, 62/0884, 84/0000 or 85/0000. Y or N.

Does this employee teach in a state or locally funded bilingual education program:

Required only for positions 53 and 84/0000. Y or N.

Is this assignment being performed by a contracted individual?:

Required only for position and assignment code combinations: 59/0888, 59/0886, 63/0888, 63/0885 or 75/0000. Default to 'Y' when Hiring LEA Numbers are 7000 or 7100. Yes or No.

Grades for which this assignment is performed:

Required for positions 51, 52, 53, 54, 80, 83 and 84.

Default to the school's grade range when position is 51 or 52.

Default to the district's grade range when working school equals zeros or positions is 80 or 83.

Position/assignment code combination 53/0050 is not valid if grade levels checked are 07 or above, and the school is a Middle, Junior, or High School.

Position/assignment code combination 53/0050 is not valid if grade levels checked are 09 or above, and the school is a PK-12 school.

Position/assignment code combination 53/0050 is invalid if reported with > four grades. A warning will be issued if 53/0050 is reported with three or four grades.

Position/assignment code combination 53/0808 is invalid if reported with any grades > 03.

School Year:

Four-digit century/year combination for the current school year. For example, school year 2002-2003 = 2003.

NOTE: The following position/assignment combinations need to be converted before data is uploaded:

16/0000 to 99/9016	78/0000 to 98/9078
67/0000 to 98/9067	89/0000 to 98/9089
68/0000 to 98/9068	92/0000 to 99/9092
69/0000 to 98/9069	93/0000 to 99/9093
71/0000 to 98/9071	94/0000 to 99/9094
72/0000 to 98/9072	95/0000 to 98/9095
73/0000 to 98/9073	96/0000 to 98/9096
77/0000 to 98/9077	