WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Staff File Structure

- This file contains information for each individual employed or contracted by the reporting (hiring) agency. The file should be named **stf1202.txt**. Each record must be **203 characters long**.
- Data Elements using alphanumeric data types should have trailing spaces if they do not fill the full size for the named field.
- Data Elements using numeric data types should have leading zeroes if they do not fill the full size for the named field.
- Data Type Key: A (alphanumeric) N (numeric) S (spaces)

2011-2012 staff file changes:
- Salary has been increased to accept values greater than or equal to 0 and less than or equal to $300,000.
- Fringe has been increased to accept values greater than or equal to 0 and less than or equal to $110,000.
- The 7 digit File Number field has been corrected by reducing the length to 6 digits. A one space Filler field has been added after the File Number field.

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Filler	S	1	1	1 blank space
Social Security Number	N	2	9	Required. 9-digits with Leading Zeros. For example: 000000001
Filler	S	11	1	1 blank space
Hiring LEA Number	N	12	4	Required. 4 digits with Leading Zeros. For example: 0001 • *Must be a valid DPI-assigned LEA number of the agency responsible for reporting this data.*
Last Name	A	16	20	Required. A-Z, apostrophe and hyphen only. Fill with blank spaces if characters do not fill the full size. • *We recommend use of the individual's name as listed on their most current social security card to reduce the name discrepancy warning between hiring agencies.*
First Name	A	36	16	
Gender	A	52	1	Required. F or M only.
Filler	S	53	1	1 blank space
Year of Birth	N	54	4	Required. 4 digit year. CCYY format. • *Use the following formula to validate: School Year minus Birth Year must be <= 99 and >= 15.*
Highest Degree	N	58	2	2 digits. For example: 03 • *Must be one of the following valid codes: 03=Associate, 04=Bachelor's, 05=Master's, 06=6-Year Specialist's, 07=Doctorate, 08=Other.* • *Use 00 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*
School Year	N	60	4	Required. 4 digit year. CCYY format. • *The current school year. For example, use 2012 for 2011-2012.*
Filler	S	64	4	4 blank spaces
Local Years Experience	N	68	3	3-digits with leading zeros no decimal point. Data has an implied decimal point of (nn.n). For example: 105 would be viewed as 10.5 years. • *Must be >= .5 and <= 99.5.* • *Use 000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*

Staff File Structure Continued

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Total Years Experience	N	71	3	3 digits with leading zeros no decimal point. Data has an implied decimal point of (nn.n). For example: 105 would be viewed as 10.5 years. • *Must be >= .5 and <= 99.5.* • *Use 000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).* • *Must be => Local Years of Experience.*
Contract Salary	N	74	6	6 digits with leading zeros. No decimal places, rounded to the nearest dollar. • *Must be >=0 and <= 300000.* • *Use 000000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*
Contract Fringe Benefits	N	80	6	6 digits with leading zeros. No decimal places, rounded to the nearest dollar. • *Must be >=0 and <= 110000.* • *Use 000000 for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*
Name Suffix	A	86	10	10 characters. Fill with blank spaces if characters do not fill the full size. • *Optional field for districts to use to provide suffixes such as Mr. or Mrs.*
Filler	S	96	2	2 blank spaces.
Final Salary Code	A	98	1	Y or N only. Yes or No is the response to the question "Is the salary final for the current school term?" • *Use 1 blank space for subcontracted individuals and staff with assignment type codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*
Filler	S	99	1	1 blank space.
Former Last Name	A	100	20	Optional. A-Z, apostrophe and hyphen only. Fill with blank spaces if characters do not fill the full size.
Middle Initial or Name	A	120	20	Optional. A-Z, apostrophe and hyphen only. Can be middle name or just initial. Fill with blank spaces if characters do not fill the full size. • *We recommend use of the individual's name as listed on their most current social security card to reduce the name discrepancy warning between hiring agencies.*
Contract Days	N	140	3	3 digits with leading zeros. No decimal places. • *Use 000 for subcontracted individuals and staff with assignment type of codes of: 2(Short-Term Substitute/Extra Curricular Activities), 3(Support-Regular Education), and 4(Support-Special Education).*
File Number	N	143	6	6 digits with leading zeros. The complete six-digit DPI-assigned Educator File Number. • *Required for all position/assignments where DPI Licensed = Y. See the Position/Assignment table.* • *Use 000000 all other records.* • *Look-up file numbers on the Wisconsin Educator License Lookup web site.*
Filler	S	149	1	1 blank space. Added starting 2011-2012 school year.
Local Use	A	150	50	50 characters. Fill with blank spaces if characters do not fill the full size. • *Optional field for districts to use to include local codes, etc., that will assist them in submitting and reviewing data.*
Race Key	N	200	4	Required. 4 digits with leading zeros. • *Must be a valid Race_Key code from DPI code table corresponding to answers to both parts of the two-part race/ethnicity question.* • *Districts will need to use the "Wisconsin Department of Public Instruction Race/Ethnicity Crosswalk" to determine the correct race_key.*

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 file should be named **asn1202.txt**. Each record must be **266 characters long**.
- Data Elements using alphanumeric data types should have trailing spaces if they do not fill the full size for the named field.
- Data Elements using numeric data types should have leading zeroes if they do not fill the full size for the named field.
- Data Type Key: A (alphanumeric) N (numeric) S (spaces)

2011-2012 assignment file changes:
- Contracted Assignment has been changed to a filler field.
- The Contracted Agency field name has been changed to "Subcontracted through a contracted agency".
- The Contracted Agency Site field has been changed to a filler field.

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Filler	S	1	1	1 blank space.
Social Security Number	N	2	9	Required. 9 digits with leading zeros. For example: 000000001
Working LEA Number	N	11	4	Required. 4 digits with leading zeros. For example: 0001 • *Must be a valid DPI-assigned LEA number of the agency where this assignment is being performed.*
Filler	S	15	3	3 blank spaces.
Position Code	N	18	2	Required. 2 digits • *Must be a valid 2 digit Position code as found in the [Position/Assignment table](#) for the year being reported.*
Assignment Code	N	20	4	Required. 4 digits • *Must be a valid 4 digit Assignment code as found in the [Position/Assignment table](#) for the year being reported.*
Hiring LEA Number	N	24	4	Required. 4 digits with leading zeros. For example: 0001 • *Must be a valid DPI assigned LEA number of the agency responsible for reporting this data.*
FTE (percentage)	N	28	3	3 digits with leading zeros. For example 001. Data is represented as a percentage, 001 would be 1% and 149 would be 149%. • *Required for all positions except for staff with an assignment type code of 2(Short-Term Substitute/Extra Curricular Activities).* • *The FTE total for this SSN across districts must be >= 1 and <= 149* • *Whole number between 001 and 149.* • *Use 000 when not required.*
Number of Classes	N	31	2	2 digits with leading zeros. For example: 01 • *Required when Position = 53, expect if assignment is 0001, 0002, 0003, or 0970.* • *Must be greater than 0 and less than 41.* • *Use 00 when not required.* • *If the record is reported as 53-0050 Elementary All Subjects and has the field blank or equal to 0, we will default to 1.* • *For more information see the [PI-1202 Number of Classes & NCLB guidance](#)*
Bilingual Program	A	33	1	Y or N only. Yes or No is the response to the question "Does this employee teach in a state or locally funded bilingual education program?" • *Required only for positions 53, and for position/assignment combination 84/0000.* • *Use 1-blank space when not required.*

Data Element Name	Data Type	Start Position	Length	Valid Criteria
Working School Number	N	34	4	Required. 4 digits with leading zeros. For example: 0001 The DPI assigned school number where this assignment is being performed. • *Must be a valid school number for the "Working LEA".* • *0000 is a valid school number for some records. For more information see the PI-1202 Working School Number guidance.*
Long Term Sub	A	38	1	Y or N only. Yes or No is the response to the question "Is this assignment being performed by a long-term substitute? • *Required when position is 53 (except if assignment is 0970-Intern).* • *Required for position/assignment combinations 54/0000, 62/0884, 84/0000 or 85/0000.* • *Use 1 blank space when not required.*
School Board Approved Alternative Educ. Program	A	39	1	Y or N only. Yes or No is the response to the question "Is this assignment part of a School Board approved alternative education Program? • *Required when position is 53, except if assignment is 0001, 0002, or 0003.* • *Use 1 blank space when not required.*
Filler ~~Contracted Assignment~~	A	40	1	1 blank space. • *Starting with the 2011-2012 school year Contracted Assignment has been changed to a filler field.* • *Contracted Assignment and Contracted Agency have been combined into one question and will be reported using the old Contracted Agency field.*
Subcontracted through a Contracted Agency	A	41	1	Y or N only. Yes or No is the response to the question "Is this assignment being performed by a subcontracted individual?" • *Required for all positions except for staff with an assignment type code of 2(Short-Term Substitute/Extra Curricular Activities).* • *Defaulted to N expect if the Hiring LEA Numbers are 7000 or 7100 then the default is Y.* • *See the Who should be reported? Decision Tree Diagram*
Filler	S	42	1	1 blank space.
Grade Levels	A	43	44	'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. Fill with blank spaces if characters do not fill the full size. • *Required for positions 51, 52, 53, 54, 80, 83 and 84.* • *For more information see the PI-1202 Grade Level guidance* • *Use 44 blank spaces when not required.*
School Year	N	87	4	Required. 4 digit year. CCYY format. • *The current school year. For example, use 2012 for 2011-2012.*
NCLB English	N	91	2	**For all NCLB Data Elements**: 2 digits with leading zeros. For example: 01 • *Must be greater than or equal to 0 and less than or equal to 10.* • *Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for grades 7-12.* • *For more information see the PI-1202 Number of Classes & NCLB guidance*
NCLB Math	N	93	2	
NCLB Science	N	95	2	
NCLB Social Studies	N	97	2	
NCLB World Language	N	99	2	
NCLB Arts	N	101	2	
Filler	S	103	64	64 blank spaces. • *As of 2011- 2012, Filler has been changed to 64-spaces to include old Contracted Agency Site field.*
~~Contracted Agency Site~~				Removed starting with the 2011-2012 school year.
Local Use	A	167	100	100 characters. Fill with blank spaces if characters do not fill the full size. • *Optional field for districts to use for providing additional information for titles when reporting assignments as 99/0000.*