IN Ed-Fi Suite v3.6.1, Data Standard v4.0: Staff Education Organization Contact Associations

December 2024

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Summary

This association provides the contact information of the staff associated with the education organization.

Object Triggering Logic

Action	Business Rule(s)

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POST	Report a record when a person has a District Employment record that overlaps the configured year with the District Staff check box checked and a District Assignment Code populated that is mapped to an Ed-Fi Code **OR** When a person has a District Assignment record that overlaps the configured year with a Title populated that is mapped to an Ed-Fi Code.
	
	• Do not report a record if the any of the following exclusions are present:
	   ○ There is not a Staff State ID for the staff person.
	   ○ If the record is being triggered from a District Assignment record and it is marked as Exclude
	   ○ If the record is being triggered from a District Assignment record and the School is marked as Exclude
	   ○ If the District Assignment Code / Title field is not mapped in Resource Preferences
	• A record will generate for each valid District Assignment at a school.
	• If a staff member has a District Employment record that is marked as District Staff and a District Assignment record, the staff member will get multiple records. One with an Ed Org Reference Number = to the District Number and one with an Ed Org Reference Number = to each school they have an eligible District Assignment record for.

DELETE / POST
 	
 PUT
	A DELETE / POST will be performed if the data element being altered is part of the resource's natural key. A PUT will be performed otherwise.
	
	• When the following information on a District Employment changes:
	
	   ○ District Staff
	   ○ District Assignment Code
	   ○ Start Date
	   ○ End Date
	• When the following information on a District Assignment changes:
	
	   ○ Start Date
	   ○ End Date
	   ○ Title
	   ○ Exclude
	• When the following information on Demographics changes:
	
	   ○ Staff State ID

DELETE	- If data is sent prior to the Exclude check boxes are checked, the data will remain, and the user will need to use the Delete Tool to remove data. - When a District Assignment is deleted. - When a District Employment is deleted.

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Required Resources (Upstream)

The following resources must be sent prior to this resource:

- Staffs / Staff Education Organization Assignment Associations

Dependent Resources (Downstream)

The following resources are dependent on this resource (must be sent after this resource):

- N/A

Error Log

The following are potential Tier 1 (Ed-Fi API generated) or custom (Campus generated) errors you may receive when posting, updating, or deleting this resource. Please keep in mind that the "Error Message" below may not match your exact error message.

Error Message	Possible Causes / How to Fix

Object Data Elements Logic

Data element labels below in **BOLD** are part of the natural key of this resource and are required data elements for the record to send through Ed-Fi.

- The Mandatory / Conditional / Optional column indicates what the state requires for each data element.

	Data Element Label	Business Rule(s)	Mandatory (M) Conditional (C) Optional (O)	Data Source GUI Path	Database Field	Uses Template Logic (✅ / ❌ / EXT)
1	**contactTitle** (*string*)	*The title of the contact in the context of the education organization.* Report **Unified Access**.	M	N/A	N/A	❌

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2	**educationOrganizationReference** (*reference*)	*A reference to the Local Education Agencies resource associated with the Staff Education Organization Contact Association being reported.*
		
		Reports the fields that are part of the natural key for the Local Education Agencies resource:
		
		• educationOrganizationId
		  ○ When reporting from the District Employment record, report **10 + State District Number + 0000**
		  ○ When reporting from the District Assignment record, report **10 + State District Number + State School Number**
			M	District Information
				
				School Information
					District .number
					
					School .number
						⊗

3	**staffReference** (*reference*)	*A reference to the Staffs associated with the Staff Education Organization Contact Association being reported.* Reports the fields that are part of the Natural Key for the Staffs resource.	M	N/A	N/A	⊗
4	**electronicMailAddress** (*string*)	*The email for the contact associated with the education organization.* Reports **Email**. • Reports **Secondary Email** only if Email is Blank/NULL or set to Private.	M	Demographics	Contact .email Contact . secondaryEmail	⊗

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5	telephones (*array*)	*An unordered collection of staffEducation OrganizationContact AssociationTelephones. The optional telephone for the contact associated with the education organization.* Reports the **Cell Phone Number**. • Reports **Other Phone Number** if Cell Phone Number is NULL. • Reports **Work Phone Number** if Cell Phone Number and Other Phone Number are NULL.	M	Demographics	Contact . cellPhone Contact . otherPhone Contact . workPhone	❌
6	address	Does not report, this is optional.	O	N/A	N/A	N/A
7	contactTypeDescriptor	Does not report, this is optional.	O	N/A	N/A	N/A
8	telephones	Does not report, this is optional.	O	N/A	N/A	N/A

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Appendix

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