DE Ed-Fi Suite v3.6.2, Data Standard v4.0: Staffs

February 2025

DE Ed-Fi Suite v3.6.2, Data Standard v4.0: Staffs

Table of Contents

Summary

This entity represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion.

Object Triggering Logic

Action	Business Rule(s)

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 and mapped to an Ed-Fi Code **OR** When a person has a District Assignment record that overlaps the configured year.
	
	• Do not report a record if the any of the following exclusions are present:
	  ○ Staff State ID is NULL.
	  ○ District Assignment is marked as Exclude.
	  ○ School is marked as Exclude.
	  ○ District Assignment Code is not mapped to an Ed-Fi Code.

Transforming K12 Education®

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 is changed on Identity:
	
	  ◦ New Identity Record
	  ◦ First Name
	  ◦ Legal First Name
	  ◦ Last Name
	  ◦ Legal Last Name
	  ◦ Middle Name
	  ◦ Legal Middle Name
	  ◦ Suffix
	  ◦ Legal Suffix
	  ◦ Gender
	  ◦ Birth Date
	  ◦ Is the individual Hispanic/Latino?
	  ◦ Is the individual from one or more of these races?
	    (check all that apply)
	• When the following information is changed on District Employment:
	
	  ◦ New District Employment
	  ◦ Start Date
	  ◦ End Date
	  ◦ District Assignment Code
	• When the following information is changed on District Assignment:
	
	  ◦ New District Assignment
	  ◦ Start Date
	  ◦ End Date
	  ◦ Exclude
	• When the following information is changed on Demographics:
	
	  ◦ Email
	  ◦ Secondary Email
	  ◦ Email Private
	  ◦ Secondary Email Private
	  ◦ Staff State ID

Delete	• Staff records are a shared resource among all districts, this record will not delete.

Transforming K12 Education®

Required Resources (Upstream)

The following resources must be sent prior to this resource:

- People
- Staff Education Organization Assignment Associations

Dependent Resources (Downstream)

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

- Staff Education Organization Assignment Associations
- Staff School Association
- Staff Section Associations

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	**staffUniqueId** (*string*)	*A unique alphanumeric code assigned to a staff.* Report the **Staff State ID**.	M	Demographics	Person. staffStateID	❌
2	personReference (*reference*)	*A reference to the People resource associated with the Staff being reported.* Reports the fields that are part of the Natural Key for the People resource.	M	N/A	N/A	❌
3	birthDate (*date*)	*The month, day, and year on which an individual was born.* Report the **Birth Date** from the current Identity record.	M	Identity	Identity.birthDate	✅

Transforming K12 Education®

| 4 | electronicMails (*array*) | An unordered collection of staffElectronicMails. The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.

Reports the below data elements in an array:

• electronicMailTypeDescriptor
  ○ Reports **Work** (Hard-Coded) for Primary Email
  ○ Reports **Home/Personal** (Hard-Coded) for Secondary Email
• electronicMailAddress
  ○ Reports the **Email Address** for Primary Email or Secondary Email.
• doNotPublishIndicator
  ○ Reports **True** if the Private checkbox is checked.
  ○ Reports **False** in all other situations.
• The following data elements do not report:
  ○ primaryEmailAddressIndicator | C | Demographics | Contact.email

Contact.secondaryEmail | ❌ |
| 5 | **firstName** (*string*) | A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

• Report the **Legal First Name** from the current Identity record.
  ○ If NULL, report **First Name** instead. | M | Identity | Identity.legalFirstName

Identity.firstName | ✅ |

| 6 | generationCodeSuffix (*string*) | An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

• Report the **Legal Suffix** from the current Identity record.
 ○ If NULL, report **Suffix** instead. | C | Identity | Identity. legalSuffix

Identity.suffix | ✓ |
| 7 | hispanicLatinoEthnicity (*boolean*) | An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central, and South America, and other Spanish cultures, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

• Report **True** when *Is the individual Hispanic /Latino?* is set to *Y: Yes* on the current Identity record.
• Report **False** in all other situations. | M | Identity | Identity. hispanicEthnicity | ✓ |

8	identificationCodes (*array*)	*An unordered collection of staffIdentificationCodes. A unique number or alphanumeric code assigned to a staff member by a school, school system, a state, or other agency or entity.*
		
		Reports the following data elements in an array:
		
		• staffIdentificationSystemDescriptor
		   ○ Reports based on the table in identificationCode below.
		• identificationCode
		   ○ Reports based on the table below:
		
			Staff Identification System Descriptor (Hard-Coded)	**Identification Code**

State	Staff State ID	 • The following data elements do not report: ○ assigningOrganizationIdentificationCode	C	Demographics	Person. staffStateID	❌
9	**lastSurname** (*string*)	*The name borne in common by members of a family.* • Report the **Legal Last Name** from the current Identity record. ○ If NULL, report **Last Name** instead.	M	Identity	Identity. legalLastName Identity. lastName	✅

10	loginId (*string*)	*The login ID for the user; used for security access control interface.* <hr> Reports the portion of the **Email** before the "@" symbol. • If Email is NULL or does not have an "@" symbol, do not report.	C	Demographics	Contact.email	❌
11	middleName (*string*)	*A secondary name given to an individual at birth, baptism, or during another naming ceremony.* <hr> • Report the **Legal Middle Name** from the current Identity record. ○ If NULL, report **Middle Name** instead.	C	Identity	Identity. legalMiddleName Identity. middleName	✅
12	races (*array*)	*An unordered collection of staffRaces. The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races.* <hr> Reports the below data elements in an array: • raceDescriptor ○ Reports the Ed-Fi Code mapped to each race checkbox that is checked in the current Identity record.	M	Identity	RaceEthnicity. raceID	✅

13	sexDescriptor (*string*)	*A person's gender.* • Report the following based on the value selected in the droplist ○ Female report **Female** ○ Male report **Male** ○ All other values, report **Not Selected**	M	Identity	Identity.gender	✅
14	addresses	This is optional, does not report.	O	N/A	N/A	N/A
15	ancestryEthnicOrigins	This is optional, does not report.	O	N/A	N/A	N/A
16	citizenshipStatusDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
17	credentials	This is optional, does not report.	O	N/A	N/A	N/A
18	highestCompletedLevelOfEducationDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
19	highlyQualifiedTeacher	This is optional, does not report.	O	N/A	N/A	N/A
20	identificationDocuments	This is optional, does not report.	O	N/A	N/A	N/A
21	internationalAddresses	This is optional, does not report.	O	N/A	N/A	N/A
22	languages	This is optional, does not report.	O	N/A	N/A	N/A
23	maidenName	This is optional, does not report.	O	N/A	N/A	N/A
24	oldEthnicityDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
25	otherNames	This is optional, does not report.	O	N/A	N/A	N/A
26	personalIdentificationDocuments	This is optional, does not report.	O	N/A	N/A	N/A
27	personalTitlePrefix	This is optional, does not report.	O	N/A	N/A	N/A
28	recognitions	This is optional, does not report.	O	N/A	N/A	N/A

Transforming K12 Education®

29	telephones	This is optional, does not report.	O	N/A	N/A	N/A
30	tribalAffiliations	This is optional, does not report.	O	N/A	N/A	N/A
31	visas	This is optional, does not report.	O	N/A	N/A	N/A
32	yearsOfPriorProfessionalExperience	This is optional, does not report.	O	N/A	N/A	N/A
33	yearsOfPriorTeachingExperience	This is optional, does not report.	O	N/A	N/A	N/A

Appendix

Transforming K12 Education®