

**Staff Personal**

April  
2025

# Staff Personal

## Table of Contents

- [Summary](#)
- [Batch Condition](#)
- [Object Triggering Logic](#)
- [Object Population and Business Rules](#)
- [Object Data Elements Logic](#)
- [JSON Sample](#)
- [Appendix](#)

## Summary

This object contains all the personal information relating to a staff member, who might be a teacher or other employee of the school or district.

SIF\_Events are reported for this object.

v4.3- <http://specification.sifassociation.org/Implementation/NA/4.3/StudentInformationSystemsWorkingGroup.html#31620StaffPersonal>

## Batch Condition

1. Existing SIF\_Condition elements to support:
  - a. @RefId

## Object Triggering Logic

Action	Business Rule(s)
Add	When a person is assigned an district assignment record

Change	<ul style="list-style-type: none"><li>Any changes to a staff's Person record</li><li>Any changes to a staff's Identity record</li><li>Any changes to a staff's District Assignment record and is not excluded based on the zone options</li></ul>
Delete	A deletion to staff's District Assignment record will cause a delete and is not excluded based on the zone options

## Object Population and Business Rules

#	Requirement
R1	<ul style="list-style-type: none"> <li>• Generate only 1 StaffPersonal object regardless of the number of district assignments a staff member has.</li> <li>• Report from the latest District Assignment across all schools.</li> <li>• Reports when the staff has a district assignment in a non-SIF excluded calendar</li> </ul>
R2	<p>Do NOT report a record if any one of the following scenarios are true:</p> <ol style="list-style-type: none"> <li>1. If the record is being triggered from a District Assignment record and it is marked as Exclude</li> <li>2. If the record is being triggered from a District Assignment record and the School is marked as Exclude</li> <li>3. If Exclude checkbox is checked in Zone Option, exclude StaffPersonal whose District Assignments are Excluded</li> </ol>
R3	<p>Follow Staff Related <a href="#">SIF Unity Zone Options</a> Rules for Zones:</p> <p><b>Exclude:</b></p> <div> <input type="checkbox"/> No Show Enrollments <input type="checkbox"/> Secondary Enrollments <input type="checkbox"/> State Exclude Enrollments <input type="checkbox"/> State Exclude District Assignments         </div> <p><b>Publish:</b></p> <div> <input type="checkbox"/> Social Security Numbers in StaffPersonal <input type="checkbox"/> Social Security Numbers in StudentPersonal         </div> <p><b>Demographics:</b></p> <div> <input type="checkbox"/> Use Legal Gender <input type="checkbox"/> Use Legal Name         </div>

## Object Data Elements Logic

	Data Element Label	Business Rule(s)	M/ C/ O	Data Source GUI Path	Database Field
1	@RefId	<i>The GUID of the staff member.</i> <hr/> Calculated	M		Person.personID, District.districtGUID
2	LocalId	<i>The locally-assigned identifier for this staff member.</i> <hr/> Reports the Staff Number	M	Census > People > Demographics	Person.staffNumber
3	StateProvinceId	<i>The state-assigned identifier for this staff member.</i> <hr/> Reports the Staff State Id	O	Census > People > Demographics	Person.staffStateId
4	ElectronicIdList	<i>Optional. Does Not Report</i>			
5	OtherIdList (List)	<i>Lists all "other" identifiers associated with the staff member.</i>	O		
6	OtherIdList/ OtherId	<i>Lists an "other" identifier associated with the staff member.</i> <hr/> When "Publish Social Security Numbers in StaffPersonal" is selected in Zone Option, then report the SSN	MR	Census > People > Identities	
7	OtherIdList/ OtherId/ @Type	<i>Code that defines the type of this other Id.</i> <hr/> Hard coded '0004"	M		

8	Name (List)	Name of the staff member. Note: Type value of 04 must be used here.	M		
9	Name/ @Type	Name of the staff member. Note: Type value of 04 must be used here.  Type value of 04 must be used here.	M		
10	Name/ LastName	The last name.	M	Census > People > Identities	Identity.lastName
11	Name/ FirstName	The first name.	M	Census > People > Identities	Identity.firstName
12	Name/ Suffix	Generation of suffix like II, Jr., etc.	O	Census > People > Identities	Identity.suffix
13	Name/ PreferredName	This is a name that the person prefers to be called by.	O	Census > People > Identities	Identity.alias
14	Name/SortName	This is the name to be used for sorting purposes.  Last Name, First Name (space) Middle Initial	O	Census > People > Identities	identity.lastName, identity.firstName, identity.middleName
15	Name/FullName	A free text field for the complete name.  First Name + Middle Name + Last Name	O	Census > People > Identities	identity.firstName, identity.middleName, identity.lastName
16	OtherNames	Optional. Does Not Report.			
17	Demographics (List)	This element contains information related to staff member demographics.	O		
18	Demographics/ RaceList (List)		O		

19	Demographics/ RaceList/ Race		MR		
20	Demographics/ RaceList/ Race/ Code	<p><i>The general racial category which reflects the individual's recognition of his or her community or with which the individual most identifies.</i></p> <p><a href="https://ceds.ed.gov/element/001943">https://ceds.ed.gov/element/001943</a></p> <hr/> <p>Reports the SIF race code mapped to the race:</p> <ul style="list-style-type: none"> <li>• When American Indian or Alaska Native, report AmericanIndianOrAlaskaNative (Previous: 0998)</li> <li>• When Asian, report Asian (Previous: 0999)</li> <li>• When Black or African American, report BlackOrAfricanAmerican (Previous: 1000)</li> <li>• When Native Hawaiian or Other Pacific Islander, report NativeHawaiianOrOtherPacificIslander (Previous: 1001)</li> <li>• When White, report White (Previous: 1002)</li> </ul>	M	Census > People > Demographics > Race /Ethnicity	SIFDictionary.code
21	Demographics/ RaceList/ Race/ OtherCodeList (List)		O		
22	Demographics/ RaceList/ Race / OtherCodeList/ OtherCode	<p><i>A state/province code, local code, other code or a text string that crosswalks to or serves as a translation of an associated Code element.</i></p> <hr/>	MR	Census > People > Identities	Identity.raceEthnicity, IdentityRaceEthnicity. code
23	Demographics/ RaceList/ Race/ OtherCodeList / OtherCode/ @Codeset	<p><i>Describes the OtherCode element content as either a state /province code, a local code, other code, or text string.</i></p> <hr/> <p>Where Codeset = StateProvince</p>	M		

24	Demographics/ HispanicLatino	<p><i>An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish cultures, regardless of race.</i></p> <p><a href="https://ceds.ed.gov/element/000144">https://ceds.ed.gov/element/000144</a></p> <hr/> <ul style="list-style-type: none"> <li>• If Yes, Yes</li> <li>• If No, No</li> <li>• If null, report NotSelected</li> </ul>	O	Census > People > Demographics > Race /Ethnicity > "Is the individual Hispanic /Latino?"	Identity. hispanicEthnicity
25	Demographics/ Gender	<p><i>Person's gender.</i></p> <p><a href="https://ceds.ed.gov/element/000255">https://ceds.ed.gov/element/000255</a></p> <hr/> <p>Reports Male, Female or NotSelected</p>	O	Census > People > Identities	Identity.gender
26	Demographics/ BirthDate	<p><i>The person's date of birth.</i></p> <hr/>	O	Census > People > Identities	Identity.birthdate
27	Demographics/ PlaceOfBirth	<p><i>The person's place of birth—like village, town, city etc.</i></p> <hr/>	O	Census > People > Identities	Identity.birthCity
28	Demographics/ StateOfBirth	<p><i>The person's state of birth.</i></p> <hr/> <ul style="list-style-type: none"> <li>• Reports the SIF-mapped code aligned with the selection in Birth State.</li> <li>• If SIF codes are not mapped for Birth State in this district's state, reports Birth State.</li> </ul>	O	Census > People > Identities	Identity.birthState



29	Demographics/ CountryOfBirth	<i>The person's country of birth.</i> <hr/> Reports the birth country code. When Birth Country = null, reports US.	O	Census > People > Identities	Identity.birthCountry
30	Demographics/ EnglishProficiency	<i>Optional. Does Not Report</i>			
31	Demographics/ LanguageList (List)	<i>List of languages an individual uses to communicate.</i>	O		
32	Demographics/ LanguageList/ Language	<i>Language of the person</i>	MR		
33	Demographics/ LanguageList/ Language/ Code	<i>The code representing the specific language that an individual uses to communicate.</i>  <a href="https://ceds.ed.gov/element/000317">https://ceds.ed.gov/element/000317</a> <hr/> Reports the SIF-mapped code for the selection made in Census > Home Primary Language	M		identity. homePrimaryLanguage
34	Demographics/ LanguageList/ Language / OtherCodeList (List)		O		
35	Demographics/ LanguageList/ Language/  OtherCodeList/ OtherCode	<i>A state/province code, local code, other code or a text string that crosswalks to or serves as a translation of an associated Code element.</i> <hr/>	MR		

36	Demographics/ LanguageList/ Language/  OtherCodeList/ @Codeset	<i>Describes the OtherCode element content as either a state /province code, a local code, other code, or text string.</i>  Where Codeset = StateProvince	M		
37	Title	<i>The staff member's title.</i>	O	Staff > District Assignment > Title	
38	AddressList (List)	<i>The staff member's address(es).</i>	O		
39	AddressList/ Address (List)	Order address by: 1. Non-secondary 2. Most recent Start Date	MR		

40	AddressList/ Address @Type	<p><i>Code that defines the location of the address. Note: A subset of specific valid values for each instance in a data object may be listed in that object.</i></p> <p><a href="https://ceds.ed.gov/element/000010">https://ceds.ed.gov/element/000010</a></p> <hr/> <ol style="list-style-type: none"> <li>1. Report Addresses in the following hierarchy <ol style="list-style-type: none"> <li>a. Report Primary Household before Secondary Household <ol style="list-style-type: none"> <li>i. If more than 1 Primary Households address then report in order of start date</li> </ol> </li> <li>b. If above is tied, then report in order of MemberID <ol style="list-style-type: none"> <li>i. When a student does not have a HouseholdMembership that overlaps today's date, then report the address for the student's HouseholdMembership with latest end date before today's date.</li> <li>ii. If the student has no past HouseholdMemberships, report blank.</li> <li>iii. Do not report addresses where Private is checked</li> </ol> </li> <li>c. The AddressType should be unique for a staff</li> <li>d. Do not report more than 5 addresses for a staff</li> <li>e. For each reported address: <ol style="list-style-type: none"> <li>i. Reports "Mailing" when address.postOfficeBox = checked on the student's household.</li> <li>ii. Reports "Physical" for the first non-secondary address.</li> <li>iii. Reports "<b>Shipping</b>" for the first secondary address.</li> <li>iv. Subsequent addresses report "<b>Billing</b>", then "<b>OnCampus</b>", then "<b>OffCampus</b>", and then "PermanentAdmission" for the remaining addresses</li> </ol> </li> <li>f. Do not report more than one P.O.Box. <ol style="list-style-type: none"> <li>i. In multiple Primary Household scenarios <ol style="list-style-type: none"> <li>1. Report in order of Household start date</li> <li>2. If above is tied, then report in order of MemberID</li> </ol> </li> </ol> </li> </ol> </li> </ol>	Census > People	householdlocation. private
----	----------------------------	--	-----------------	-------------------------------

41	AddressList/ Address/ Street	<i>The street element is a complex element and breaks the street down into several parts.</i>	M		
42	AddressList/ Address/ Street/ Line1	<i>Address line 1.</i> <hr/> <p>When address.postOfficeBox = checked, reports "P.O. Box " followed by address.number (e.g. "P.O. Box 1234")</p> <p>When address.postOfficeBox = not checked, reports address.number, prefix, street, tag, and dir separated by spaces</p>	M		Address.number, . prefix, .street, .tag, .dir
43	AddressList/ Address/ Street/ Line2	<i>Address Line 2</i> <hr/>	O	Census > Households > Addresses	Address.apt
44	AddressList/ Address/ Street/ Line3	<i>Address line 3.</i> <hr/> <p>Reports in format: City, ST ZIP</p>	O	Census > Households > Addresses	Address.city, .state, . zip
45	AddressList/ Address/ Street/ StreetNumber	<i>The address number assigned to the building.</i> <hr/>	O	Census > Households > Addresses	Address.number
46	AddressList/ Address/ Street/ StreetPrefix	<i>Street prefix like NE</i> <hr/>	O	Census > Households > Addresses	Address.prefix
47	AddressList/ Address/ Street/ StreetName	<i>The name of the street.</i> <hr/>	O	Census > Households > Addresses	Address.street
48	AddressList/ Address/ Street/ StreetType	<i>The type of street. For example, Lane, Blvd., Ave., etc.</i> <hr/>	O	Census > Households > Addresses	Address.tag
49	AddressList/ Address/ Street/ StreetSuffix	<i>Street suffix like SW.</i> <hr/>	O	Census > Households > Addresses	Address.dir

50	AddressList/ Address/ Street/ ApartmentNumber	<i>Type of apartment, for example, Suite.</i>	O	Census > Households > Addresses	Address.apt
51	AddressList/ Address/ City	<i>The city part of the address.</i>	M	Census > Households > Addresses	Address.city
52	AddressList/ Address/ County	<i>The county part of the address.</i>	O	Census > Households > Addresses	Address.county
53	AddressList/ Address/ StateProvince	<i>The state or province code.</i>	M	Census > Households > Addresses	Address.state
54	AddressList/ Address/ Country	<i>The country code.</i>  default	M		
55	AddressList/ Address/ PostalCode	<i>The ZIP/postal code.</i>	M	Census > Households > Addresses	Address.zip
56	PhoneNumberList (List)	<i>The staff member's phone number(s).</i>	O		
57	PhoneNumberList/ PhoneNumber		MR		
58	PhoneNumberList/ PhoneNumber/ @Type	<i>Code that specifies what type of phone number this is. Note: A subset of valid values may be specified in data objects</i>  <a href="https://ceds.ed.gov/element/000280">https://ceds.ed.gov/element/000280</a>  Report "Work" (Previous: 0096 for Main telephone number)	M		
59	PhoneNumberList/ PhoneNumber/ Number	<i>Phone number. Free-form, but typical U.S. formats include: (###) ###-#### or ###-####</i>	M	Census > People > Demographics > Personal Contact Information	Contact.workPhone

## TECHNOLOGY FOUNDATIONS - STAFF PERSONAL

60	EmailList (List)	The staff member's e-mail address(es).	O		
61	EmailList/ Email	The staff member's e-mail address(es). <hr/>	MR	Census > People > Demographics > Personal Contact Information	Contact.email
62	EmailList/ Email/ @Type	Type of e-mail  <a href="https://ceds.ed.gov/element/000089">https://ceds.ed.gov/element/000089</a> <hr/> Reports "Work"	M		
63	EmployeePersonalRefId	Optional. Does Not Report			

## JSON Sample

```
{
  "StaffPersonal": {
    "RefId": "D3E34F419D75101A8C3D00AA001A1652",
    "LocalId": "946379881",
    "StateProvinceId": "C2345681",
    "ElectronicIdList": {
      "ElectronicId": [
        {
          "Type": "Barcode",
          "value": "206655"
        }
      ]
    },
    "OtherIdList": {
      "OtherId": [
        {
          "Type": "0004",
          "value": "333333333"
        }
      ]
    },
    "Name": {
      "Type": "04",
      "Prefix": "Mr.",
      "LastName": "Woodall",
      "FirstName": "Charles",
      "MiddleName": "William",
      "PreferredName": "Chuck"
    },
    "Demographics": {
      "Gender": {
```

```
        "value": "M"
    },
    "Title": "Principal",
    "AddressList": {
        "Address": [
            {
                "Type": "0123",
                "Street": {
                    "Line1": "6799 33rd Ave.",
                    "StreetNumber": "6799",
                    "StreetName": "33rd",
                    "StreetType": "Ave."
                },
                "City": "Chicago",
                "StateProvince": {
                    "value": "IL"
                },
                "Country": {
                    "value": "US"
                },
                "PostalCode": "60660"
            }
        ]
    },
    "PhoneNumberList": {
        "PhoneNumber": [
            {
                "Type": "0096",
                "Number": "(312) 555-1234"
            }
        ]
    },
    "EmailList": {
```



```
{
  "Email": [
    {
      "Type": "Primary",
      "value": "chuckw@imginc.com"
    }
  ],
  "EmployeePersonalRefId": "1652D3E34F419D75101A8C3D00AA001A"
}
```

## Appendix