# NE Ed-Fi Suite v3.6.2, Data Standard v4.0: Staff Education Organization Contact Associations

May
2025

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## Summary

This entity represents the staff contact information for CRDC reporting from NDE.

**\*Note:** This resource only needs to be sent on CRDC reporting years, but districts are allowed to send every year.

## Object Triggering Logic

| Action | Business Rule(s) |
|--------|------------------|

| | |
|---|---|
| Post | • When a staff member is created with Census data that is required by this resource.<br><br>Do Not Report a record if any of the following conditions are met.<br><br>• Staff member does not have a state staff ID<br>• Staff Member does not have a District Assignment record or the District Assignment record is not active<br>• Staff Members Active District Assignment is marked Exclude<br><br>Only report staff members who are assigned to one of the following Special Programs (in Districts Assignments):<br><br>• Title II 504<br>• Title IX<br>• Title VI<br>• Other |
| Delete /Post<br><br>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.<br><br>• When any field not a part of the natural Key is changed |
| Delete | When the active district assignment is deleted |

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## Required Resources (Upstream)

The following resources must be sent prior to this resource:

- n/a

## 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 |
|---|---|
| 400: Validation of '**RESOURCE**' failed. **FIELD** is required. | An element of the JSON that is required is missing and needs to be added. <br><br> - Double check that all bolded data elements below are reporting a valid value and no data elements below are reporting an invalid value. |
| 400: '**RESOURCE**' failed. **RESOURCE** reference could not be resolved. | A resource that was referenced from a difference resource does not yet exist. <br><br> - Resync the resource being mentioned in the error, then resync the errored resource. Alternatively, the resource being referenced may be incorrect. This can happen with Schools and the Ed-Fi School ID being used as an example. Double check the referenced values being sent are valid. |

| | |
|---|---|
| 403: Authorization denied. The claim does not have any established relationships with the requested resource. | The key/secret being used does not have permission to send a record for the resource / referenced resource.<br><br>• Double check your API credentials (key/secret). Sometimes specific keys/secrets cannot report specific resources.<br>• The referenced person (student, staff, parent, contact, etc.) has not yet been associated to the key /secret. Resync their "linking" resource (Students  Student School Associations, Staffs  Staff Education Organization Assignment Associations, etc.) then resync the errored resource.<br>• The referenced person (student, staff, parent, contact, etc.) may not exist in the ODS yet. Resync the "person" resource and the "linking" resource (Students  Student School Associations, Staffs  Staff Education Organization Assignment Associations, etc.) then resync the errored resource. |
| 404: Failed to delete '**RESOURCE**'. Record does not exist. | The attempt to delete a specific Ed-Fi record ID in the ODS failed because it did not exist.<br><br>• This error can be ignored. The ID was cleared from the Ed-Fi Identity Mapping Report and will not attempt to delete again. |
| 409: A natural key conflict occurred when attempting to create a new resource '**RESOURCE**' with a duplicate key. | The Ed-Fi API has a natural key system alongside a standard REST ID system. This error is often protecting against the erroneous creation of a duplicate record in the API. However, it may also indicate that the natural key requirements of the Ed-Fi API have not been satisfied, and the key needs to be modified.<br><br>• Check for duplicate data in your Campus site. If no duplicate data can be found, report the issue to Campus Support.<br>  ○ This can be caused by numerous issues. Our code may be attempting to send duplicate records when it should not. The natural key (bolded fields below) may not be unique enough to satisfy Ed-Fi requirements in all cases. Most times this error will require a code change to fix. |
| 409: The resource (or a subordinate entity of the resource) cannot be deleted because it is a dependency of the '**RESOURCE**' entity. | The resource that the application is attempting to delete is referenced from another entity.<br><br>• Use the Delete Tool to delete the referenced resource in the error message. Then retry the delete on the original resource that errored. |

| | |
|---|---|
| 500: Internal Server Error. | Something unexpected happened and no specific error message could be returned.<br><br>• This issue usually occurs when the ODS is having issues. Confirm that there are no issues with the ODS the data is being sent to and then attempt to retry the errored record.<br>• Contact Campus Support if 500 errors continue to occur, can be replicated consistently, and the ODS the data is being sent to has no ongoing issues.<br>   ○ There is a chance that Campus Ed-Fi code is sending an invalid JSON request resulting in the 500 error.<br>   ○ There is a chance that an Ed-Fi Data Standard / API bug is causing the issue.<br>   ○ Investigation is needed in these cases as there are many different potential causes. |

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## 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. For Core Ed-Fi connections, it indicates what the data standard 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 | Staff Reference | A reference to the related Staff resource<br><br>1. Reports the data that is part of the Natural Key for the Staff resource | M | | | N/A |
| 2 | Education Organization Reference | *A reference to the related EducationOrganization resource*<br><br>1. If the staff District Employment record is marked as district staff, generate the district ID + 000<br>2. If the District Employment record is not marked as district Staff, generate the district ID = the school that the staff member is assigned to in District Assignment.<br>3. If the staff District Employment record is not marked as district staff, the staff member does NOT have an District assignment, do not report this resource for the staff member. | M | | | N/A |

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| 3 | Address | *The address for the staff member*<br><br>Mandatory to report are:<br>1. Street Number and Name<br>2. City<br>3. State Abbreviation<br>4. Postal Code<br>5. Address Type | O | 1. Index> Census> People> Household> Number(space)Prefix (Space)Street(Space) Tag<br>2. Index> Census> People> Household> City<br>3. Index> Census> People> Household> State<br>4. Index> Census> People> Household> Zip<br>5. Index> Census> People> households> Address Type check boxes | | N/A |
| 4 | Contact Title | *The Title of the staff member*<br><br>Report the value from District Assignments> Title | M | 1. District Assignments> Title | | N/A |
| 5 | Contact Type | *Report the type of contact*<br><br>Report as 'Other' | O | | | N/A |
| 6 | Electronic Email Address | *Report the staff members Email address*<br><br>Only report email is 'Email' is populated. only consider secondary email if 'Email' is not populated. | M | | | N/A |

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| 7 | Telephone | Report the telephone number for the staff member<br><br>1. report the number from the following Hierarchy<br>   a. Cell<br>   b. Other<br>   c. Work<br>2. If all three are populated report Cell. If two are populated, report the one with the highest order on the above list. | O | | | N/A |

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# Appendix

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