

IN Ed-Fi Suite v7.3, Data Standard v5.2: Staffs

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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	<p>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 with a Title populated and mapped to an Ed-Fi Code.</p> <ul style="list-style-type: none">• Do not report a record if the any of the following exclusions are present:<ul style="list-style-type: none">○ Staff State ID is NULL.○ District Assignment is marked as Exclude.○ School is marked as Exclude.○ District Assignment Code or Title is not mapped to an Ed-Fi Code.

Delete /Post Put	<p>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.</p> <ul style="list-style-type: none"> When the following information is changed on Identity: <ul style="list-style-type: none"> New Identity Record First Name Legal First Name Last Name Legal Last Name Middle Name Legal Middle Name Suffix Legal Suffix Gender Legal Gender Birth Date Is the individual Hispanic/Latino? Is the individual from one or more of these races? (check all that apply) Social Security Number When the following information is changed on District Employment: <ul style="list-style-type: none"> New District Employment Education Start Date End Date When the following information is changed on District Assignment: <ul style="list-style-type: none"> Exclude When the following information is changed on Demographics: <ul style="list-style-type: none"> Email Staff State ID
Delete	<ul style="list-style-type: none"> Staff records are a shared resource among all districts, this record will not delete.

Required Resources (Upstream)

The following resources must be sent prior to this resource:

- 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 Education Organization Contact Associations
- 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
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N/A - Staff members are not populating in the IN DOE "Staff Enrollment" report	<p>This can be caused by multiple items. Please check the following:</p> <ul style="list-style-type: none"> • Confirm that Staff-related resources sent by Infinite Campus through Ed-Fi are reporting: <ul style="list-style-type: none"> ◦ Staffs ◦ Staff Education Organization Assignment Associations ◦ Staff Education Organization Contact Associations ◦ Staff Section Associations (if applicable) • Confirm that the Staff members have a Staff Education Organization Employment Association record: <ul style="list-style-type: none"> ◦ Infinite Campus does NOT report this resource through Ed-Fi as we do not collect the information required for it. ◦ Data is expected to be reported through the 007 - Staff Employment Template. <ul style="list-style-type: none"> ▪ All Staff Employment & Staff Injury Templates & Documentation - IDOE Knowledge Hub - Indiana DOE - Knowledge Hub ▪ How to Report Staff Employment - IDOE Knowledge Hub - Indiana DOE - Knowledge Hub
400: ' RESOURCE ' failed. RESOURCE reference could not be resolved.	<p>A resource that was referenced from a difference resource does not yet exist.</p> <ul style="list-style-type: none"> • 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.
400: Validation of ' RESOURCE ' failed. FIELD is required.	<p>An element of the JSON that is required is missing and needs to be added.</p> <ul style="list-style-type: none"> • Double check that all bolded data elements below are reporting a valid value and no data elements below are reporting an invalid value.

<p>403: Authorization denied. The claim does not have any established relationships with the requested resource.</p>	<p>The key/secret being used does not have permission to send a record for the resource / referenced resource.</p> <ul style="list-style-type: none"> • Double check your API credentials (key/secret). Sometimes specific keys/secrets cannot report specific resources. • 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. • 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.
<p>404: Failed to delete 'RESOURCE'. Record does not exist.</p>	<p>The attempt to delete a specific Ed-Fi record ID in the ODS failed because it did not exist.</p> <ul style="list-style-type: none"> • This error can be ignored. The ID was cleared from the Ed-Fi Identity Mapping Report and will not attempt to delete again.
<p>409: A natural key conflict occurred when attempting to create a new resource 'RESOURCE' with a duplicate key.</p>	<p>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.</p> <ul style="list-style-type: none"> • Check for duplicate data in your Campus site. If no duplicate data can be found, report the issue to Campus Support. <ul style="list-style-type: none"> ◦ 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.
<p>409: The resource (or a subordinate entity of the resource) cannot be deleted because it is a dependency of the 'RESOURCE' entity.</p>	<p>The resource that the application is attempting to delete is referenced from another entity.</p> <ul style="list-style-type: none"> • 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.	<p>Something unexpected happened and no specific error message could be returned.</p> <ul style="list-style-type: none"> • 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. • 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. <ul style="list-style-type: none"> ◦ There is a chance that Campus Ed-Fi code is sending an invalid JSON request resulting in the 500 error. ◦ There is a chance that an Ed-Fi Data Standard / API bug is causing the issue. ◦ 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.


	Data Element Label	Business Rule(s)	Mandatory (M) Conditional (C) Optional (O)	Data Source GUI Path	Database Field	Uses Template Logic (✓ / ✗ / EXT)
1	staffUniqueld (string)	<p><i>A unique alphanumeric code assigned to a staff.</i></p> <hr/> <p>Report the Staff State ID.</p>	M	Demographics	Person . staffStateID	✗
2	birthDate (date)	<p><i>The month, day, and year on which an individual was born.</i></p> <hr/> <p>Report the Birth Date from the current Identity record.</p>	M	Identity	Identity . birthDate	✓

3	electronicMails (array)	<p><i>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.</i></p> <hr/> <p>Reports the below data elements in an array:</p> <ul style="list-style-type: none"> • electronicMailTypeDescriptor <ul style="list-style-type: none"> ◦ Reports Work (Hard-Coded) for Primary Email ◦ Reports Home/Personal (Hard-Coded) for Secondary Email • electronicMailAddress <ul style="list-style-type: none"> ◦ Reports the Email Address for Primary Email or Secondary Email. • The following data elements do not report: <ul style="list-style-type: none"> ◦ primaryEmailAddressIndicator ◦ doNotPublishIndicator 	C	Demographics	Contact .email Contact .secondaryEmail	✓
4	firstName (string)	<p><i>A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.</i></p> <hr/> <p>Report the Legal First Name from the current Identity record.</p> <ul style="list-style-type: none"> • If NULL, report First Name instead. 	M	Identity	Identity .legalFirstName Identity .firstName	✓

5	generationCodeSuffix (<i>string</i>)	<p><i>An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).</i></p> <hr/> <p>Report the Legal Suffix from the current Identity record.</p> <ul style="list-style-type: none"> • If NULL, report Suffix instead. 	C	Identity	Identity . legalSuffix Identity .suffix	✓
6	hispanicLatinoEthnicity (<i>boolean</i>)	<p><i>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."</i></p> <hr/> <ul style="list-style-type: none"> • Report True when <i>Is the individual Hispanic /Latino?</i> is set to Y: Yes on the current Identity record. • Report False in all other situations. 	M	Identity	Identity . hispanicEthnicity	✓

7	identificationCodes (array)	<p>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.</p> <hr/> <p>Reports the following data elements in an array:</p> <ul style="list-style-type: none">staffIdentificationSystemDescriptor<ul style="list-style-type: none">Reports based on the table in identificationCode below.identificationCode<ul style="list-style-type: none">Reports based on the table below: <table><tr><th>Staff Identification System Descriptor (Hard-Coded)</th><th>Identification Code</th></tr><tr><td>Last4SSN</td><td>Last 4 digits of the Social Security Number from the current Identity record.</td></tr></table> <ul style="list-style-type: none">The following data elements do not report:<ul style="list-style-type: none">assigningOrganizationIdentificationCode	Staff Identification System Descriptor (Hard-Coded)	Identification Code	Last4SSN	Last 4 digits of the Social Security Number from the current Identity record.	C	Demographics	Identity .ssn	
Staff Identification System Descriptor (Hard-Coded)	Identification Code									
Last4SSN	Last 4 digits of the Social Security Number from the current Identity record.									
8	lastSurname (string)	<p>The name borne in common by members of a family.</p> <hr/> <p>Report the Legal Last Name from the current Identity record.</p> <ul style="list-style-type: none">If NULL, report Last Name instead.	M	Identity	Identity. legalLastName Identity. lastName					

9	middleName (string)	<p><i>A secondary name given to an individual at birth, baptism, or during another naming ceremony.</i></p> <hr/> <p>Report the Legal Middle Name from the current Identity record.</p> <ul style="list-style-type: none">• If NULL, report Middle Name instead.	C	Identity	Identity. legalMiddleName Identity. middleName	
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10	<p><code>rac</code>es (array)</p>	<p><i>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.</i></p> <hr/> <p>Reports the below data elements in an array:</p> <ul style="list-style-type: none"> • raceDescriptor <ul style="list-style-type: none"> ◦ Report the Ed-Fi Code mapped to the race selected in the checkboxes on the person's current Identity record. ◦ If multiple checkboxes are checked, report Multiracial (two or more races). ◦ If <i>Is the individual Hispanic/Latino?</i> is Y: Yes, report Hispanic Ethnicity and of any race. ◦ Reporting priority: <ul style="list-style-type: none"> ▪ Hispanic Ethnicity and of any race ▪ Multiracial (two or more races) ▪ Ed-Fi Code mapped to the single checkbox selection ◦ Do not report if the person does not have a Race/Ethnicity checked or there is not a corresponding mapping in Resource Preferences. 	M	Identity	RaceEthnicity . raceID	
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11	sexDescriptor (<i>string</i>)	<p><i>A person's gender.</i></p> <hr/> <p>Report the following based on the value selected in the droplist:</p> <ul style="list-style-type: none"> • Female report Female • Male report Male • All other values, report Not Selected 	M	Identity	Identity .gender	✓
12	addresses	This is optional, does not report.	O	N/A	N/A	N/A
13	ancestryEthnicOrigins	This is optional, does not report.	O	N/A	N/A	N/A
14	citizenshipStatusDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
15	credentials	This is optional, does not report.	O	N/A	N/A	N/A
16	genderIdentity	This is optional, does not report.	O	N/A	N/A	N/A
17	highestCompletedLevelOfEducationDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
18	highlyQualifiedTeacher	This is optional, does not report.	O	N/A	N/A	N/A
19	identificationDocuments	This is optional, does not report.	O	N/A	N/A	N/A
20	internationalAddresses	This is optional, does not report.	O	N/A	N/A	N/A
21	languages	This is optional, does not report.	O	N/A	N/A	N/A
22	loginId	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	otherNames	This is optional, does not report.	O	N/A	N/A	N/A
25	personalIdentificationDocuments	This is optional, does not report.	O	N/A	N/A	N/A
26	personalTitlePrefix	This is optional, does not report.	O	N/A	N/A	N/A
27	preferredFirstName	This is optional, does not report.	O	N/A	N/A	N/A

28	preferredLastSurname	This is optional, does not report.	O	N/A	N/A	N/A
29	personReference	This is optional, does not report.	O	N/A	N/A	N/A
30	recognitions	This is optional, does not report.	O	N/A	N/A	N/A
31	telephones	This is optional, does not report.	O	N/A	N/A	N/A
32	tribalAffiliations	This is optional, does not report.	O	N/A	N/A	N/A
33	visas	This is optional, does not report.	O	N/A	N/A	N/A
34	yearsOfPriorProfessionalExperience	This is optional, does not report.	O	N/A	N/A	N/A
35	yearsOfPriorTeachingExperience	This is optional, does not report.	O	N/A	N/A	N/A

Appendix