



Reporting Requirement

Staff Interchange

The staff interchange is a set of two files, Staff Profile and Staff Assignment, which contain all staff data for a school year. The staff interchange contains the staff demographics, background and current assignment(s) data. This information is used in the following snapshots: Human Resources, Special Education December Count and the Teacher Student Data Link.

All staff employed who provide services in a school (online, charter, etc.), district, administrative unit or BOCES is required to be reported to the Colorado Department of Education (CDE). All staff includes individuals who are considered purchased services or contracted which is defined as: An individual who is employed on the basis of a contract that is not a regular school district or BOCES contract. Although these staff must be included and reported to CDE, some data elements in the Staff Profile are not required, which is in more detail below. Staff who are employed as purchased services or contracted are reported with employment status code '23' to indicate Purchased Services. All data fields reported in the Staff Assignment are required for all staff, including purchase service staff.

Staff Profile

Data Fields Required

The following data fields are required to be reported for all staff, including purchased service staff:

- Location of Employment: Administrative Unit/SOP code (special education providers) and School District/BOCES Code
- Demographics: SSN, EDID, Staff's First Name, Staff's Last Name, Staff's Gender, Staff's Date of Birth, Staff's Ethnicity: Hispanic or Latino, Staff's Race (American Indian or Alaska Native, Asian, Black or African American, White, Native Hawaiian or Other Pacific Islander),
- Background Information: Beginning (start) Date at School District, Years of Prior Pre/K-12 Teaching Experience
- Years of Prior Pre/K-12 Education Experience, Years Principal at Any School (if staff member is employed as a principal)

Data Fields NOT Required

The following data fields are not required to be reported for purchase service staff and may be zero-filled instead. These may not be reported with null or blank values:

- Staff's District of Residence
- Highest Level of Education Completed
- Institution Code of Degree
- State Code of Degree
- Subject Area of Degree 1-3
- Additional Information for Teachers and Specialized Service Providers:
 - Teacher/Specialized Service Professional (SSP) Overall Performance Evaluation Rating
 - Teacher/Specialized Service Professional (SSP) Quality Standards 1-6
 - Teacher Probationary Status (teachers only)
- Additional Information for Principals and Assistant Principals:
 - Principal Overall Performance Evaluation Rating
 - Principal Quality Standards 1-7



Staff Assignment

All Data Fields Required

The following data fields are required to be reported for all staff, including purchased service staff:

- All data fields reported in the Staff Assignment file:
 - Location of Employment: Administrative Unit/SOP code (special education providers), School District/BOCES Code AND School Code
 - Demographics: SSN, EDID, Staff's First Name, Staff's Last Name, Staff's Gender, Staff's Date of Birth
 - Special Education Status
 - Job Classification Code
 - Start and End (if applicable) dates of employment
 - Employment Status Code (code 23 for Purchased Services)
 - Number of Contract Days
 - Hours Worked Per Day
 - Hourly Rate of Pay OR Base Salary
 - Teaching Subject Area (for Teachers)
 - Administrator/Instructional Area Code (for job classification codes 100 through 299, 401, 411, or 415 through 420)
 - Grant Code (if Title I funded or Special Education)
 - Years Principal at School (for Principals)
 - Grade Level(s) (for Teachers and all Special Education providers)
 - Number of Classes Taught in Teaching Subject Area (for Teachers)
 - Demonstrates In-Field Status 1 (for Teachers)