



2023-2024

Texas Education Data Standards (TEDS)

Staff Domain

Data Submission Requirements

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Staff Domain

The Staff Domain captures basic staff information, including information about staff experience and credentials. The domain also captures information about staff employment and assignment relationships with education organizations, including situations where staff may have multiple employment and assignment associations.

The Staff Domain contains the following entities:

- **Staff** is an entity that represents an individual who performs specified activities for any educational institution that provides instructional and support services to students at the early childhood level through high school completion.
- **StaffEducationOrganizationAssignmentAssociation** is an entity that represents position assignments and roles within the local education agency or school.
- **StaffEducationOrganizationEmploymentAssociation** is an entity that represents the education organization an employee, contractor, volunteer, or other service provider is formally associated with, typically indicated by which organization the staff member has a services contract with or receives their compensation.
- **StaffSchoolAssociation** is an entity that indicates the school(s) to which a teacher provides instructional services for the Teacher Incentive Allotment (TIA). The StaffSchoolAssociation entity is only reported for a TIA-designated, pending designation, or National Board Certified teacher.

Staff Entity

Entity	Entity Ref	Data Element	Collection/Submission	Length	Data Type	Descriptor Table	Element ID
Staff							
		StaffUniqueld	PF, PE, CRF, CRW, KG, PK	32	String		E1524
		BirthDate	PF, PE, CRF, CRW	10	Date		E0006
		HighestCompletedLevelOfEducation	PF, PE, CRF, CRW		Descriptor	C015	E0730
		HispanicLatinoEthnicity	PF, PE, CRF, CRW	5	Boolean		E1064
		Race (may have multiple instances)	PF, PE, CRF, CRW		Descriptor	C304	E3050
		Sex	PF, PE, CRF, CRW		Descriptor	C013	E0004
		GenerationCode	PF, PE, CRF, CRW		Descriptor	C012	E0706
		TotalYearsProfExperience	PF, PE	2	Number		E0130
		TotalYearsPriorTeachingExperience	CRF, CRW	2	Number		E1377
		CreditableYearOfService	CRW	5	Boolean		E1721
		YearsExperienceInDistrict	PF, PE	2	Number		E0161
		PKTeacherRequirement	PK		Descriptor	C207	E1581
		StaffId	PF, PE, CRF, KG, PK	9	String		E0505
		TeacherIncentiveAllotmentDesignation (may have multiple instances)	CRW		Descriptor	C322	E1722
		AdditionalDaysProgramTeacher	PE	5	Boolean		E1673
		StaffDoNotReportTSDS		5	Boolean		E3069
Staff>StaffTypeSet							
		StaffType	PF, PE, CRF, CRW		Descriptor	C181	E1073
		BeginDate	PF, PE, CRF, CRW	10	Date		E3010
		EndDate	PF, PE, CRF, CRW	10	Date		E3020
Staff>ParaprofessionalCertificationSet							
		ParaprofessionalCertification	PF	5	Boolean		E1670
		BeginDate	PF	10	Date		E3010
		EndDate	PF	10	Date		E3020
Staff>Name							
		FirstName	PF, PE, CRF, CRW, KG, PK	75	String		E0703
		MiddleName	PF, PE, CRF, CRW	75	String		E0704
		LastSurname	PF, PE, CRF, CRW, KG, PK	75	String		E0705

Legend:

ALL – Data element is used by all core collections	CRF – Class Roster Fall	CF – Child Find
PF – PEIMS Fall	CRW – Class Roster Winter	RF – RF-Tracker
PM – PEIMS Mid-year	KG – ECDS KG	SE –SELA
PS – PEIMS Summer	PK – ECDS PK	14 – SPPI-14
PE – PEIMS Extended Year	CS – Charter School Waitlist	
NP – Data element is not promoted to TSDS		

Entity Description

The Staff Entity represents an individual who performs specified activities for any educational institution that provides instructional and support services to students at the early childhood level through high school completion.

General Reporting Requirements

The Staff Entity contains data elements that are attributes of a staff member. All school staff who are local education agency (LEA) employees, professionals providing contracted services, a teacher employed at the in-district charter campus by an organization that has been granted a campus charter under TEC, Chapter 12, Subchapter C and is eligible for benefits under TEC, §11.174 and 11.147(b), or volunteers providing professional services, must be reported with a Staff Entity.

The Staff Entity is reported for the following submissions:

PEIMS Fall Submission (1)

- Staff serving an LEA as of the PEIMS Fall snapshot date (last Friday in October) are reported.
- Staff employed (on the payroll) as of the PEIMS Fall snapshot date (last Friday in October).
- Volunteers who are providing a professional service as of the PEIMS Fall snapshot date (last Friday in October).
- Contracted professionals who are serving the LEA on the PEIMS Fall snapshot date (last Friday in October).
- Teachers employed at the in-district charter campus by an organization that has been granted a campus charter under TEC, Chapter 12, Subchapter C and is eligible for benefits under TEC, §11.174 and 11.147(b).

Staff who do not meet the conditions above are not reported in PEIMS Fall Submission (1). For example:

- Staff who have left employment before the PEIMS Fall snapshot date (last Friday in October).

- Staff who have not begun employment as of the PEIMS Fall snapshot date (last Friday in October), even if they have begun employment by the time the data is submitted.
- Short-term substitute teachers, although they may be included on the local payroll.
- Volunteers who are not providing a professional service.

PEIMS Extended Year Submission (4)

Report teachers teaching students in the Additional Days School Year (ADSY) Program. Only staff with *StaffClassification* 047 (Substitute Teacher) and 087 (Teacher) should be reported.

Class Roster Fall Submission

Only LEA-employed or contracted staff serving an LEA as of the last Friday in September who have a *StaffClassification* 047 (Substitute Teacher) and 087 (Teacher) should be reported.

Class Roster Winter Submission

Only LEA-employed, contracted staff, or teachers employed at an in-district charter campus by an organization that has been granted a campus charter under TEC, Chapter 12, Subchapter C and is eligible for benefits under TEC, §11.174 and 11.147(b) serving an LEA as of the last Friday in February who have a *StaffClassification* 047 (Substitute Teacher) and 087 (Teacher) should be reported.

Early Childhood Data System (ECDS) Collection – Prekindergarten (PK)

Only teaching staff with a *StaffClassification* 047 (Substitute Teacher), 087 (Teacher), and 033 (Instructional Aide) providing instruction in course sections for grade level PK should be reported for the ECDS PK Collection.

Early Childhood DataSystem (ECDS) Collection – Kindergarten (KG)

Only teaching staff with a *StaffClassification* 047 (Substitute Teacher) and 087 (Teacher) providing instruction in course sections for grade level KG should be reported for the ECDS KG Collection.

The classification of all staff falls into three main categories: professional, para-professional, and auxiliary.

If an LEA uses the services of student employees, such as cafeteria workers, office workers, etc., and if these students are on the LEA payroll and are subject to withholding taxes and Teacher Retirement System contributions, these students must be reported as LEA staff.

Staff Reported with *StaffClassification* (C021) descriptors:

Professional Staff

Professional staff includes all teachers, administrators, certified personnel, and others working in a professional capacity in the LEA. When determining whether a person is an auxiliary or a professional-level employee, the LEA should consider whether the employee is logically grouped with the professional category (with such staff as business managers, personnel directors, teacher appraisers, instructional officers, etc.) or in the auxiliary non-professional category (with such staff as clerks, bus drivers, food service workers, secretaries, etc.).

The classification of professional staff is generally based on two criteria:

- The person is performing a function described by one of the descriptors in the *StaffClassification* table.
- The LEA classifies the person as serving professionally.

If an LEA considers a staff person a professional, then the person must be reported with a *StaffClassification*.

Substitute teachers are not reported as school staff unless considered long-term substitutes. If a teacher has quit, died, or been terminated from employment, and the LEA has not hired a permanent replacement, staff data is required for a long-term substitute working on the PEIMS Fall snapshot date (last Friday in October).

Contracted Professional Staff

Contracted professional staff hired through a private company, agency, or direct contract, are considered part of the professional staff of the LEA or campus and are reported with an appropriate descriptor from the *StaffClassification* table. This requirement includes both instructional and non-instructional contracted professional staff.

Teacher Employed By In-District Charter Operator

A teacher employed at an in-district charter campus by an organization granted a campus charter under TEC, Chapter 12, Subchapter C, and the teacher is eligible for benefits under TEC, §11.174 and 11.147(b).

Professional Volunteer Staff

Volunteer staff professionally serving in the LEA are reported with a *StaffClassification*.

Para-professionals

Para-professionals are limited to two services; *StaffClassification* 033 (Educational Aide) and 036 (Certified Interpreters). Para-professional staff is not included in the auxiliary category.

Staff Reported with *AuxiliaryRoleId* (C213) descriptors:

Auxiliary Non-Professional Staff

Auxiliary non-professional staff includes all other persons serving the LEA as an employee that does not have a specific *StaffClassification*. Do not report contracted auxiliary non-professional staff.

Identifying a person as an auxiliary non-professional does not depend on their educational level or certification status. For example, the school janitor may have a college degree but is identified as an auxiliary staff based on his duties.

Auxiliary non-professional staff includes such employees as food service workers, cafeteria monitors, school crossing guards, security guards, clerks (such as attendance, purchasing, accounting, payroll, general office, file, mail, etc.), receptionists, secretaries, maintenance workers (bus, plant, etc.), groundskeepers, bus drivers, custodial staff, data processing key entry personnel, delivery personnel (mail, equipment, etc.), aides to the school nurse, and library aides. These employees do not fit the description of any *StaffClassification* descriptors, including *StaffClassification* 113 (Other District Exempt Professional Auxiliary) and 114 (Other Campus Exempt Professional Auxiliary) from the *StaffClassification* table. These staff members will be reported with an *AuxiliaryRoleId* (E1594) under the *StaffEducationOrganizationEmploymentAssociation* entity.

Auxiliary non-professional staff does not include those employees considered professional-level staff in the LEA. Possible examples of auxiliary professional staff are computer programmers, computer operators, bookkeepers, executive assistants to administrators, or any other professional-level staff with identifiable roles.

Staff Not Reported:

Non-Professional Volunteer Staff

Volunteer staff are only reported if the volunteer is serving the LEA in a professional capacity. Professional volunteer staff will be reported with a descriptor from the *StaffClassification* table. All other volunteer staff are not reported through the TSDS system as school staff.

For the PEIMS Fall Submission (1), each person reported through the StaffExtension entity is required to have a value reported for either the *AuxiliaryRoleId* in the StaffEducationOrganizationEmploymentAssociation entity or the *StaffClassification* in the StaffEducationOrganizationAssignmentAssociation entity.

The reporting of the correct *StaffClassification* and *AuxiliaryRoleId* for each staff person reported through the Staff entity is controlled by the *Object* reported on the *Payroll* entity. A single staff person can have both an *AuxiliaryRoleId* and a *StaffClassification* if the person is paid as a professional and a support person, evidenced by multiple payroll entries.

When to Report StaffClassification or AuxiliaryRoleId

StaffType (C181)	Object (C159)	StaffClassification Reported (C021)	AuxiliaryRoleId Reported (C213)
1 – Employee	6119 – Salaries or Wages for Teachers and Other Professional Personnel 6112 – Salaries or Wages for Substitute Teachers and Other Professionals	Any (generally not 033 or 036)	None
1 – Employee	6129 – Salaries or Wages for Support Personnel 6122 – Salaries or Wages for Substitute Support Personnel Or, for some exempt professionals: 6119 – Salaries or Wages-Teachers and Other Professional Personnel	Para-professional, 033 (Educational Aide) or 036 (Certified Interpreter)	None
1 – Employee	6129 – Salaries or Wages for Support Personnel 6122 – Salaries or Wages for Substitute Support Personnel	None	Any
1 – Employee	Any combination of: Professional Salaries/Wages: 6119 – Salaries or Wages-Teachers and Other Professional Personnel, or 6112 – Salaries or Wages for Substitute Teachers and Other Professionals AND Support Salaries/Wages: 6129 – Salaries or Wages for Support Personnel, or 6122 – Salaries or Wages for Substitute Support Personnel	Any AND Para-professional 033 or 036	None

StaffType (C181)	Object (C159)	StaffClassification Reported (C021)	AuxiliaryRoleId Reported (C213)
1 - Employee	Any combination of: Professional Salaries/Wages: 6119 – Salaries or Wages-Teachers and Other Professional Personnel, or 6112 – Salaries or Wages for Substitute Teachers and Other Professionals AND Support Salaries/Wages: 6129 – Salaries or Wages for Support Personnel, or 6122 – Salaries or Wages for Substitute Support Personnel	Any	Any
3 - Contracted Professional Staff	Payroll data is not reported for contracted professional staff	Any	None
4 - Teacher Employed by In-District Charter Operator	Payroll data is not reported for charter partner teachers	Teacher, 087	None

Determining Object from StaffClassification or AuxiliaryRoleId

StaffType (C181)	StaffClassification (C021) or AuxiliaryRoleId (C213)	Object (C159)
1 – Employee	Any from C021 (generally not 033 or 036)	6119 – Salaries or Wages for Teachers or Other Professional Personnel, or 6112 – Salaries or Wages for Substitute Teachers and Other Professionals
1 – Employee	Para-professional 033 (Educational Aide) or 036 (Certified Interpreter)	6129 – Salaries or Wages for Support Personnel 6122 – Salaries or Wages for Substitute Support Personnel Or, for some exempt professionals: 6119 – Salaries or Wages for Teachers or Other Professional Personnel
1 – Employee	Any from C213	6129 – Salaries or Wages for Support Personnel 6122 – Salaries or Wages for Substitute Support Personnel

StaffType (C181)	StaffClassification (C021) or AuxiliaryRoleId (C213)	Object (C159)
1 – Employee	Any from C021 AND Para-professional 033 or 036	Any combination of: Professional Salaries/Wages: 6119 – Salaries or Wages for Teachers or Other Professional Personnel, or 6112 – Salaries or Wages for Substitute Teachers and Other Professionals AND Support Salaries/Wages: 6129 – Salaries or Wages for Support Personnel 6122 – Salaries or Wages for Substitute Support Personnel
1 – Employee	Combination of: Any from C021 AND Any from C213	Any combination of: Professional Salaries/Wages: 6119 – Salaries or Wages for Teachers or Other Professional Personnel, or 6112 – Salaries or Wages for Substitute Teachers and Other Professionals AND Support Salaries/Wages: 6129 – Salaries or Wages for Support Personnel 6122 – Salaries or Wages for Substitute Support Personnel
3 – Contracted Professional Staff	Any from C021	Payroll data is not reported for contracted professional staff
4 – Teacher Employed by In-District Charter Operator	087 from C021	Payroll data is not reported for charter partner teachers

PEIMS Fall Submission (1) - The following table provides guidance on the reported entities for the various categories of staff:

Employee StaffType 1				Contracted Professional Staff StaffType 3		Charter Partner Teacher StaffType 4	
Entity	Auxiliary Staff	Professional and Para-professional Staff	Long-term Substitute Teachers	Volunteers in a Professional role	Contracted Classroom Instructional Staff	Contracted Professional Non-classroom	Teacher Employed By In-District Charter Operator
Staff	Yes	Yes	Yes	Yes	Yes	Yes	Yes
StaffEducationOrganizationAssignmentAssociation	No	Yes	Yes	Yes	Yes	Yes	Yes
StaffEducationOrganizationEmploymentAssociation	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Special Reporting Requirements

The Texas School for the Blind and Visually Impaired, the Texas School for the Deaf, and the Texas Juvenile Justice Department must not report staff data in PEIMS Fall Submission (1).

CreditableYearOfService (E1721) and *TeacherIncentiveAllotmentDesignation* (E1722) are only reported in the Class Roster Winter Submission for teachers designated or pending designation for the Teacher Incentive Allotment (TIA).

Data Element Reporting Requirements

StaffUniqueid (E1524) is a unique number assigned to a staff member by the Texas Education Agency.

BirthDate (E0006) indicates the month, day, and year an individual was born.

HighestCompletedLevelOfEducation (E0730) identifies the highest post-secondary degree a person has earned from an institution recognized as accredited by the agency.

HispanicLatinoEthnicity (E1064) is an indication that the individual trace their origin or descent to Mexico, Puerto Rico, Cuba, Central, and South America, and other Spanish cultures, regardless of Race. “Spanish origin” can be used in addition to “Hispanic or Latino.”

Race (E3050) is the enumeration items defining the racial categories which most clearly reflect the individual’s recognition of their community or with which the individual most identifies.

HispanicLatinoEthnicity and *Race* must be reported using the federal standard required for reporting to the U.S. Department of Education (ED). LEAs are to report the results of the following two-part question for each staff member employed by the LEA.

The ED requires that ethnicity and Race be collected separately using a specific two-part question presented in a specific order. Both parts of the question must be answered.

Part 1. Ethnicity: Is the person Hispanic/Latino? Choose only one.

Hispanic/Latino

Not Hispanic/Latino

Part2. Race: What is the person’s Race? Choose one or more, regardless of ethnicity.

- a. American Indian or Alaska Native
- b. Asian
- c. Black or African American
- d. Native Hawaiian/Other Pacific Islander
- e. White

Sex (E0004) is defined as a person’s gender.

GenerationCode (E0706) identifies the generation suffix, if any, which the person attaches to his name (e.g., Jr., Sr., III).

TotalYearsProfExperience (E0130) indicates the number of verifiable years of creditable experience specified in 19 TAC, Chapter 153.1021.

Professional staff includes teachers, full-time librarians, full-time counselors, full-time school nurses, other employees who are required to hold a certificate issued under TEC, Chapter 21, Subchapter B, and any other personnel reported by an LEA to the Public Education Information Management System with a “professional” StaffClassification.

TotalYearsPriorTeachingExperience (E1377) is the total number of years an individual has previously held a teaching position in one or more educational institutions.

CreditableYearOfService (E1721) indicates a teacher (StaffClassification 087) who currently qualifies for the TIA allotment or has been submitted by the LEA for a new or change of designation and has been employed by the LEA and compensated or will be compensated by the LEA for a creditable year of service. (§153.1021)

A creditable year of service for the teacher incentive allotment purposes is defined as 90 days at 100% of the day (equivalent to four and one-half months or a full semester) or 180 days required at 50-99% of the day. (§153.1021)

CreditableYearOfService is only reported for teachers designated or pending designation for the TIA in the Class Roster Winter Submission.

YearsExperienceInDistrict (E0161) indicates the number of completed years that a person has been employed in any professional position in the current local education agency or education service center, whether or not there has been any interruption in service.

PKTeacherRequirement (E1581) states that each teacher of record for a prekindergarten program class serving eligible four-year-old students must be certified under Subchapter B, Chapter 21; and have one of the additional qualifications found in the *PKTeacherRequirement* descriptor table.

StaffId (E0505) is the person’s Social Security number.

Regardless of citizenship, **all staff** must report their Social Security number to their employer. If a staff member is lawfully admitted to the United States, with Immigration and Naturalization Service (INS) permission to work in the U.S., they are eligible for a Social Security number. Persons employed as staff in an LEA cannot be reported with an alternative identification number (S Number) as is allowed for students.

TeacherIncentiveAllotmentDesignation (E1722) indicates a teacher (StaffClassification 087) is an Active National Board Certified Teacher, holds a current designation (Recognized, Exemplary, or Master), or has been submitted by an LEA for a new or change of designation in the Teacher Incentive Allotment.

TeacherIncentiveAllotmentDesignation is reported in the Class Roster Winter Submission only.

This data is reported using the *TeacherIncentiveAllotmentDesignation* (C322) descriptor table descriptors. More than one *TeacherIncentiveAllotmentDesignation* may be reported for each teacher.

AdditionalDaysProgramTeacher (E1673) indicates if a teacher is teaching students eligible for the additional days school year (ADSY) program as described in TEC §48.0051.

StaffDoNotReportTSDS (E3069) indicates the staff should not be reported for TSDS state or federal data collections.

StaffType (E1073) indicates whether the staff person is on the local educational agency payroll, is a contracted professional staff person (instructional and non-instructional), or is a teacher (*StaffClassification* 087) employed at an in-district charter campus by an organization that has been granted a campus charter under TEC, Chapter 12, Subchapter C and is eligible for benefits under TEC, §11.174 and 11.147(b).

All staff working at a public school must be reported to the TEA in PEIMS Fall Submission (1).

Depending on the staff that must be reported for a particular collection, each staff person will be classified as one of the following three *StaffType* (C181):

StaffType descriptors:

Descriptor	Translation
1	School District or Charter School Employee
3	Contracted Professional Staff (Instructional and non-Instructional with <i>StaffClassification</i> in C021 table)
4	Teacher employed at the in-district charter campus by an organization granted a campus charter under TEC, Chapter 12, Subchapter C and eligible for benefits under TEC, §11.174 and 11.147(b).

BeginDate (E3010) is the first day a staff is assigned to the *StaffType* descriptor.

EndDate (E3020) is the first day after the last day a staff is no longer assigned to the *StaffType* descriptor.

ParaprofessionalCertification (E1670) indicates whether a para-professional staff person is certified.

ParaprofessionalCertification is only reported for para-professional staff that provides services to Special Education students. Educational Aides (*StaffClassification* 033) serving special education students (*PopulationServed* 06).

BeginDate (E3010) is the first day a para-professional staff is certified.

EndDate (E3020) is the day after the last day a para-professional staff is no longer certified.

FirstName (E0703) identifies a person's legal first name. Do not use an initial FirstName, unless an initial is the legal first name.

MiddleName (E0704) identifies a person's legal middle name. A full MiddleName is require, if applicable. If a staff member has no middle name, leave MiddleName.



For staff, enter the middle name as shown on the identification document. The field must be left blank if the staff has no middle name. Do not use any other text, such as NONE, NA, NMI, etc., for the middle name if the staff has no middle name.

LastSurname (E0705) identifies a person's legal last name. *Double* last names on the identification document are recorded exactly as shown.

FirstName, *MiddleName*, and *LastSurname* fields must match the staff names on the social security card. If an employee is also an LEA student, then staff naming rules must apply to the student's data.

Identification information must be reported for all personnel employed by the LEA, whether or not they serve in areas requiring certification. The *MiddleName* and *GenerationCode* may not apply to all staff members. If the *StaffId* matches a *StudentId*, then the *FirstName*, *LastSurname*, and *BirthDate* must also match.

StaffEducationOrganizationAssignmentAssociation Entity

Entity	Entity Ref	Data Element	Collection/Submission	Length	Data Type	Descriptor Table	Element ID
StaffEducationOrganizationAssignmentAssociation							
		Staff	PF				
		EducationOrganization	PF				
		StaffClassification	PF		Descriptor	C021	E0721
		BeginDate	PF	10	Date		E3010
		EndDate	PF	10	Date		E3020
		SharedServiceArrangementStaff	PF		Descriptor	C169	E1015
StaffEducationOrganizationAssignmentAssociation>StaffServiceSet <i>(may have multiple instances)</i>							
		StaffService	PF		Descriptor	C343	E3072
		GradeLevel	PF		Descriptor	C050	E0017
		PopulationServed	PF		Descriptor	C030	E0747
		MonthlyMinutes	PF	5	Number		E1067
		NumberOfStudentsInClass	PF	3	Number		E0170
		StaffServiceBeginDate	PF	10	Date		E3060
		StaffServiceEndDate	PF	10	Date		E3061

Legend:

ALL – Data element is used by all core collections

PF – PEIMS Fall

PM – PEIMS Mid-year

PS – PEIMS Summer

PE – PEIMS Extended Year

NP – Data element is **not promoted** to TSDS

CRF – Class Roster Fall

CRW – Class Roster Winter

KG – ECDS KG

PK – ECDS PK

CS – Charter School Waitlist

CF – Child Find

RF – RF-Tracker

SE –SELA

14 – SPPI-14

Entity Description

The StaffEducationOrganizationAssignmentAssociation Entity represents position assignments and roles within the local education agency or school. This entity is used to report non-instructional staff responsibilities.

General Reporting Requirements

The StaffEducationOrganizationAssignmentAssociation Entity contains data elements that are attributes of non-instructional staff assignments. For guidance on reporting *StaffClassification Teacher* (087) and *Prekindergarten Aide* (033), please see the *StaffSectionAssociation* entity.

The StaffEducationOrganizationAssignmentAssociation Entity reflects the assignments for non-instructional professional and para-professional staff only (excluding prekindergarten aides). Multiple records are required for persons who perform duties on more than one campus, assume more than one role, or perform more than one type of service.

Detailed schedules are not reported for Instructional Educational Aides (*StaffClassification* 033) and certified interpreters (*StaffClassification* 036). Instead, a StaffEducationOrganizationAssignmentAssociation entity is submitted showing the total monthly minutes the staff person serves in that role. Generic aide and interpreter *StaffService* (C343) (formerly SERVICE-ID (C022)) are available for the record. Staff responsibilities for Prekindergarten educational aides are reported through the *StaffSectionAssociation* entity using the *ClassroomPosition* descriptor *PK Classroom Aide* (05).

PEIMS Fall Submission (1):

The StaffEducationOrganizationAssignmentAssociation Entity is reported for the four weeks in October, including the PEIMS Fall snapshot date (last Friday in October) for non-instructional staff responsibilities. (See StaffClassification vs. StaffService Matrix below for a list of *StaffClassifications* reported using the StaffEducationOrganizationAssignmentAssociation entity.) This reporting requirement applies to all non-instructional professionals employed on the PEIMS Fall snapshot date (last Friday in October). The data elements that must be reported for each *StaffClassification* (C021) are specified in the *StaffEducationOrganizationAssignmentAssociation* entity data validation rules.

If a school is closed for one or more days during the four weeks in October that include the PEIMS Fall snapshot date (last Friday in October), then the staff responsibilities, the services performed, and the minutes associated with those services should be reported as if the school was in operation for each of the days.

Each LEA must report a staff person identified as *StaffClassification* 027 (Superintendent/Chief Administrative Officer/Chief Executive Officer/President). If an Assistant Superintendent or other administrative professional serves as the superintendent due to a vacant superintendent position, that person should be reported as the superintendent. This reporting requirement may result in that person having two different *StaffClassifications* in the *StaffEducationOrganizationAssignmentAssociation* Entity.

All persons in professional non-instructional roles in an LEA must be reported in Submission 1 with the appropriate *StaffClassification*. (See *StaffClassification* vs. *StaffService* Matrix below for a list of *StaffClassifications* reporting using the *StaffEducationOrganizationAssignmentAssociation* entity.)

Special Reporting Requirements

The shared services arrangement fiscal agent should report the responsibility data for those administrative or itinerant employees who the fiscal agent pays. When services are provided on a campus of a member district, the *EducationOrganization* reported will be that of the member district campus. Each member district will report the *StaffEducationOrganizationAssignmentAssociation* entity data for any non-instructional professional employees it pays who perform shared services arrangement-related services. For guidance on reporting shared service arrangements for *Teacher* (087) and *Prekindergarten Aide* (033), please see the *StaffSectionAssociation* entity. If a staff member were an employee of the shared services arrangement fiscal agent and a shared services arrangement member, each organization would report all the staff data about that individual's employment with it. TEA would receive only duplicate identification and demographic data in such a case.

The High School Equivalency Program (HSEP) is authorized under Section 29.087 of the Texas Education Code (TEC) and Chapter 89, Subchapter DD of the Texas Administrative Code. This program has no relationship to TEC Chapter 37, Subchapter A, Alternative Settings for Behavior Management. Only those school districts that have applied and been approved by the agency may operate High School Equivalency Programs (HSEP). The HSEP leads to a Certificate of High School Equivalency. Eligible participants must be 16 or older at the beginning of the semester or school year. The grade level is wherever the students are in their educational progress. The *PopulationServed* is usually 01 (Regular) unless the district uses compensatory funds for this program. The *StaffService* for HSEP is SR000008.

The Texas School for the Blind and Visually Impaired, the Texas School for the Deaf, and the Texas Juvenile Justice Department do not report the *StaffEducationOrganizationAssignmentAssociation* Entity.

Data Element Reporting Requirements

Staff Reference

The Staff Reference represents the identifier assigned to a staff member.

EducationOrganization Reference

The EducationOrganization Reference represents the identifier assigned to a campus.

StaffClassification (E0721) identifies the capacity in which a person serves. Examples counselors, art therapists, and the superintendent.

If a non-instructional professional person's actual role is not found among the list of values for *StaffClassification* (C021), choose the closest approximation to the actual role available in the table. Some non-instructional professional and para-professional staff may also be reported with an *AuxiliaryRoleId* in the *StaffEducationOrganizationEmploymentAssociation* entity if the person provides both professional or para-professional and non-professional auxiliary services. An example includes an educational aide who also drives a school bus route. Some *StaffClassification* (C021) are either similar or identical to the *AuxiliaryRole* (C213). Select only the roles applicable to the *StaffEducationOrganizationAssignmentAssociation* entity for these similar or identical roles.

StaffClassification 033 - Instructional Educational Aides

Instructional Educational Aides are reported as *StaffClassification* 033. *StaffEducationOrganizationAssignmentAssociation* entity records are not reported for Non-Instructional Aides such as library clerks, office clerks, attendance clerks, health clerks, etc. In some instances, an instructional educational aide may serve in a library. A *StaffEducationOrganizationAssignmentAssociation* entity record is reported for aides who work in a library and spend most of their time helping students. Library clerks, who shelve books, check books in and out and handle paperwork for the librarian are not reported on a *StaffEducationOrganizationAssignmentAssociation* entity record and are, therefore, considered auxiliary staff. Staff Responsibilities for Prekindergarten educational aides are reported through the *StaffSectionAssociation* entity using the *ClassroomPosition* descriptor *PK Classroom Aide* (05).

For further *StaffClassification* guidance, see the charts below.

BeginDate (E3010) is the first day a staff is assigned to the StaffClassification descriptor.

EndDate (E3020) is the first day after the last day a staff is no longer assigned to the StaffClassification descriptor.

SharedServiceArrangementStaff (E1015) indicates whether the *StaffEducationOrganizationAssignmentAssociation* being reported is part of a shared services arrangement for which the education service center is the fiscal agent.

SharedServiceArrangementStaff is completed by education service centers only. This data element is not valid for school districts.

StaffService (E3072) refers to the services supplied by staff.

GradeLevel (E0017) indicates the current grade level of the student being served.

For StaffEducationOrganizationAssignmentAssociation, *GradeLevel* will **only** be reported for para-professional staff that provides services to Special Education students. *GradeLevel* will only be reported for Educational Aides (*StaffClassificatioin* 033) serving special education students (*PopulationServed* 06).

For special education educational aides who serve more than one grade level, report at least one StaffEducationOrganizationAssignmentAssociation per grade level range below:

- EE-PK - 1 record
- KG-12 - 1 record

When a special education educational aide serves a class that is a mixture of more than one grade in one of the above ranges, choose one of the grade values to report and divide the MonthlyMinutes based on the percent the aide serves each grade level range listed above.

PopulationServed (E0747) identifies the student population for which a service has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service.

The correct descriptor is determined by the population for which the service was designed, not by the student population that receives a service. If two or more populations are being served, only one record should be reported using the population for which the service was designed. If intent cannot be determined, use descriptor 01, regular students.

MonthlyMinutes (E1057) is the total minutes devoted to a particular service in a standard month. A standard month is the four weeks in October, including the PEIMS Fall snapshot date (last Friday in October).

MonthlyMinutes represents a standard month of a service provided during the school year and is used for calculating FTEs. Even if there is a holiday or other non-school day during the four weeks in October, including the PEIMS Fall snapshot date (last Friday in October), report this value as if school was in operation.

MonthlyMinutes is reported for only one non-instructional *StaffClassification* 008 (Counselor) and is based upon 9600 minutes a month (8 hours per day x 5 days per week x 4 weeks per month).

NumberOfStudentsInClass (E0170) indicates the number of students in membership in the class.

Instructional Educational Aides (*StaffClassification* 033) and Certified Interpreters (*StaffClassification* 036) should be reported with *NumberOfStudentsInClass* as 0. The following *StaffClassifications* must be reported with a value in the *NumberOfStudentsInClass* data element:

StaffClassification	
002	Art Therapist
007	Corrective Therapist
015	Music Therapist
016	Occupational Therapist
017	Certified Orientation and Mobility Specialist (COMS)
018	Physical Therapist
021	Recreational Therapist
026	Speech Therapist/Speech-Language Pathologist
032	Work-Based Learning Site Coordinator
033	Educational Aide
036	Certified Interpreter

StaffServiceBeginDate (E3060) is the first day a staff is assigned to the *StaffService* descriptor.

StaffServiceEndDate (E3061) is the first day after the last day a staff is no longer assigned to the *StaffService* descriptor.

Charts

When to Report StaffClassification or AuxiliaryRoleId

StaffType (C181)	Object (C159)	StaffClassification Reported (C021)	AuxiliaryRoleId Reported (C213)
1 – Employee	6119 – Salaries or Wages for Teachers and Other Professional Personnel 6112 – Salaries or Wages for Substitute Teachers and Other Professionals	Any (generally not 033 or 036)	None
1 – Employee	6129 – Salaries or Wages for Support Personnel 6122 – Salaries or Wages for Substitute Support Personnel Or, for some exempt professionals: 6119 – Salaries or Wages-Teachers and Other Professional Personnel	Para-professional, 033 (Educational Aide) or 036 (Certified Interpreter)	None
1 – Employee	6129 – Salaries or Wages for Support Personnel 6122 – Salaries or Wages for Substitute Support Personnel	None	Any from C213
1 – Employee	Any combination of: Professional Salaries/Wages: 6119 – Salaries or Wages-Teachers and Other Professional Personnel, or 6112 – Salaries or Wages for Substitute Teachers and Other Professionals AND Support Salaries/Wages: 6129 – Salaries or Wages for Support Personnel, or 6122 – Salaries or Wages for Substitute Support Personnel	Any AND Para-professional 033 or 036	None
1 - Employee	Any combination of: Professional Salaries/Wages: 6119 – Salaries or Wages-Teachers and Other Professional Personnel, or 6112 – Salaries or Wages for Substitute Teachers and Other Professionals AND Support Salaries/Wages: 6129 – Salaries or Wages for Support Personnel, or 6122 – Salaries or Wages for Substitute Support Personnel	Any	Any
3 - Contracted Professional Staff	Payroll data is not reported for contracted professional staff	Any	None

StaffType (C181)	Object (C159)	StaffClassification Reported (C021)	AuxiliaryRoleId Reported (C213)
4 - Teacher Employed by In-District Charter Operator	Payroll data is not reported for charter partner teachers	Teacher, 087 (Reported through the StaffSectionAssociation entity)	None

StaffClassification vs. StaffService Matrix- Aides/Interpreters

StaffClassification		Error Type	Valid StaffService	Invalid StaffService	Function
EDUCATIONAL AIDES/INTERPRETERS					
033	Educational Aide	Fatal	SA000003	All except SA000003	11, 12
036	Certified Interpreter	Fatal	SA000004	All except SA000004	11

StaffClassification vs. StaffService Matrix – Professional Support

StaffClassification	StaffClassification	Error	Valid StaffService	InvalidStaffService	Function
Professional Support					
002	Art Therapist	30090-0064	SE000001, SE000005, SE000006		11
005	Psychological Associate	30090-0066	SE000001, SS007000-SS009000		31
006	Audiologist	30090-0067	SE000001-SE000003, SE000006		31
007	Corrective Therapist	30090-0068	SE000001		11
008	School Counselor	30090-0027	SS007000		31
011	Educational Diagnostician	30090-0068	SE000001		31
013	Librarian	30090-0029	SS002000		12

StaffClassification	StaffClassification	Error	Valid StaffService	InvalidStaffService	Function
015	Music Therapist	30090-0064	SE000001, SE000005, SE000006		11
016	Occupational Therapist	30090-0068	SE000001		11
017	Certified Orientation and Mobility Specialist (COMS)	30090-0070	SE000001, SE000004-SE000006		11
018	Physical Therapist	30090-0070	SE000001, SE000004-SE000006		11
019	Physician	30090-0031	SS009000		33
021	Recreation Therapist	30090-0070	SE000001, SE000004-SE000006		11
022	School Nurse	30090-0031	SS009000		33
023	Psychologist/Licensed Specialist in School Psychology (LSSP)	30090-0066	SE000001, SS007000-SS009000		31
024	Social Worker	30090-0032	SS008000		32
026	Speech Therapist/Speech Language Pathologist	30090-0033	SE000002, SE000003		11
030	Truant Officer/Visiting Teacher	30090-0038	SS020000		32
032	Work Based Learning Site Coordinator	30090-0072	ALL (Except Invalid)	SAXXXXXX, SSXXXXXX, SE000002-SE000006	11
041	Teacher Facilitator	30090-0073	SS001XXX, SS002000, SS004XXX, SS005XXX		21
042	Teacher Appraiser	30090-0074	SS001000-SS001003, SS005000		23
054	Department Head	30090-0043	SS002000, SS004000-SS006000		13, 21
056	Athletic Trainer	30090-0046	SS011000		36
100	Instructional Materials Coordinator	30090-0094	SS013000		11, 12, 23, 41
101	Legal Services	30090-0094	SS013000		41
102	Communications Professional	30090-0095	SS006000, SS019000		11, 12, 13

StaffClassification	StaffClassification	Error	Valid StaffService	InvalidStaffService	Function
103	Research/Evaluation Professional	30090-0096	SS004XXX, SS013000		11, 13, 31, 41
104	Internal Auditor	30090-0094	SS013000		41
105	Security	30090-0097	SS020000, SS021000		52, 53
106	District/Campus Information Technology Professional	30090-0098	SS015000-SS018000, SS025000		53
107	Food Service Professional	30090-0099	SS012000		35
108	Transportation	30090-0100	SS010000		34
109	Athletics	30090-0101	SS011000		11, 36
110	Custodial – Staff serving in a professional/management role	30090-0102	SS014000		51
111	Maintenance – Staff serving in a professional/management role	30090-0102	SS014000		51
112	Business Services Professional	30090-0094	SS013000		41
113	Other District Exempt Professional Auxiliary	30090-0077	SS013000, SS023000		11-36, 53, 61
114	Other Campus Exempt Professional Auxiliary	30090-0075	All SSXXXXXX (Except Invalid)	SS001XXX, SS013000, SS014000, SS501600, SS019000	All Functions apply excluding 11
115	Psychiatric Nurse	30090-0066	SE000001, SS007000-SS009000		31
116	Licensed Clinical Social Worker	30090-0066	SE000001, SS007000-SS009000		31, 32
117	Licensed Professional Counselor	30090-0066	SE000001, SS007000-SS009000		31
118	Licensed Marriage and Family Therapist	30090-0066	SE000001, SS007000-SS009000		31

StaffClassification	StaffClassification	Error	Valid StaffService	InvalidStaffService	Function
119	Family and Community Liaison	30090-0127	SS007000, SS008000, SS019000, SS022000		31, 61
120	Instructional Coach	30090-0073	SS001XXX, SS002000, SS004XXX, SS005XXX		12, 13, 21
121	Chaplain	30090-0128	SS007000, SS019000, SS021000		31, 52, 61



StaffClassification vs. StaffService Matrix – Campus and Central Admin

StaffClassification	StaffClassification	Error	Valid StaffService	InvalidStaffService	Function
Campus/Central Administration					
Campus Administration if organization = 001-699, Central Administration if organization = 701-799, 998, or 999					
003	Assistant Principal	30090-0025	SS003000		23
020	Principal	30090-0025	SS003000		23
012	District Instructional Program Director	30090-0028	SS001XXX, SS002000, SS004XXX, SS005XXX, SS006000, SS007000, SS011000		12, 13, 21, 31
028	Teacher Supervisor	30090-0036	SS001XXX, SS002000, SS004XXX-SS005XXX		21
040	Athletic Director	30090-0042	SS011000		36
055	Registrar	30090-0045	SS003000, SS013000		23, 41
Central Administration/LEA-Wide Administration					
004	Assistant/Associate/Deputy Superintendent	30090-0026	SSXXXXXX		12, 13, 21, 31-61, 81
027	Superintendent/Chief Admin Officer/CEO/President	30090-0035	SS013000		41
043	Business Manager	30090-0035	SS013000		41
044	Tax Assessor/Collector	30090-0035	SS013000		41
045	Director of Personnel/Human Resources	30090-0035	SS013000		41

StaffClassification vs. StaffService Matrix – ESC Only

StaffClassification	StaffClassification	Error	Valid StaffService	InvalidStaffService	Function
ESC Only					
060	Executive Director	30090-0048	SS013000		
061	Assistant/Associate/Deputy Executive Director	30090-0049	SSXXXXXX		
062	Component/Department Director	30090-0049	SSXXXXXX		
063	Coordinator/Manager/Supervisor	30090-0049	SSXXXXXX		
064	Specialist/Consultant	30090-0049	SSXXXXXX		
065	Field Service Agent	30090-0076	SS022000		
079	Other ESC Professional Personnel	30090-0049	SSXXXXXX		

StaffEducationOrganizationEmploymentAssociation Entity

Entity	Entity Ref	Data Element	Collection/Submission	Length	Data Type	Descriptor Table	Element ID
StaffEducationOrganizationEmploymentAssociation							
		Staff	PF				
		EducationOrganization	PF				
		EmploymentStatus	NP				NP
		PercentDaysEmployed	PF	3	Number		E0760
		NumberDaysEmployed	PF	3	Number		E0160
StaffEducationOrganizationEmploymentAssociation>AuxiliaryRoleIdSet							
		AuxiliaryRoleId	PF		Descriptor	C213	E1594
		BeginDate	PF	10	Date		E3010
		EndDate	PF	10	Date		E3020
StaffEducationOrganizationEmploymentAssociation>EmploymentPeriod							
		HireDate	PF	10	Date		E3032
		EndDate	PF	10	Date		E3020

Legend:

ALL – Data element is used by all core collections

PF – PEIMS Fall

PM – PEIMS Mid-year

PS – PEIMS Summer

PE – PEIMS Extended Year

NP – Data element is **not promoted** to TSDS

CRF – Class Roster Fall

CRW – Class Roster Winter

KG – ECDS KG

PK – ECDS PK

CS – Charter School Waitlist

CF – Child Find

RF – RF-Tracker

SE –SELA

14 – SPPI-14

Entity Description

The StaffEducationOrganizationEmploymentAssociation Entity represents the education organization an employee, contractor, volunteer, or other service provider is formally associated with, typically indicated by which organization the staff member has a services contract with or receives their compensation.

General Reporting Requirements

The StaffEducationOrganizationEmploymentAssociation Entity contains data elements that are attributes of staff employment.

The StaffEducationOrganizationEmploymentAssociation Entity is submitted for all staff in PEIMS Fall Submission (1).

PEIMS Fall Submission (1):

All staff reported on the Staff entity, regardless of *StaffClassification*, must also be reported with payroll summary data in the StaffEducationOrganizationEmploymentAssociation Entity.

Special Reporting Requirements

If an LEA has contracted out all or part of a campus operation to a third-party vendor, the LEA is still required to report a StaffEducationOrganizationEmploymentAssociation entity for *StaffClassification* 087 and 047. Even though the teachers are contracted through a third-party vendor, the teachers are teaching at a campus in the LEA. They must be reported to include the information in the staff full-time equivalent (FTE) calculations for the Academic Excellence Indicator System and the Student Assessment Data Portal as required by law. It would not be appropriate to omit a contracted teacher teaching at an LEA campus from the staff data reporting.

All staff employed by the ESC or LEA must be reported with a StaffEducationOrganizationEmploymentAssociation Entity, including those substitute teachers who are replacing teachers who have quit, died, or been fired and have not been permanently replaced. LEAs are generally not required to report substitute teachers who work only on an “as needed” basis. These persons do not have a regular work schedule with a predictable *NumberDaysEmployed* or *PercentDayEmployed*.

NumberDaysEmployed and *PercentDayEmployed* are reported as it was planned for the school year as of the PEIMS Fall snapshot date (last Friday in October). If a staff person’s situation changes after the PEIMS Fall snapshot date (last Friday in October), report that person only as they were employed on the PEIMS Fall snapshot date (last Friday in October). For example, if a staff member changed from full-time to part-time after the PEIMS Fall snapshot date (last Friday in October), the staff member would be reported as full-time. If a person does not work the same number of

days as shown in the contract, then the actual number of days the employee will work must be reported. This situation may occur when a person does not begin work at the start of the school year.

Data Element Reporting Requirements

Staff Reference

The Staff Reference represents the identifier assigned to a staff member.

EducationOrganization Reference

The EducationOrganization Reference represents the identifier assigned to a campus.

EmploymentStatus is required in the Ed-Fi model and is mandatory for the entity to be loaded into the individual operational data store (IODS). EmploymentStatus will not be promoted to the TSDS or PEIMS datamarts.

PercentDaysEmployed (E0760) is the percentage of a standard LEA workday for which the employee is hired to work.

For an employee on contract, the percentage may be determined directly from the contract: full-time = "100"; half-time = "50"; and so on. For an employee not on contract, the percentage may be determined as follows:

Example: the standard workday for the LEA is 7 hours. An employee is hired to work for 4 hours a day. This data element is "57" for this employee because $4/7 = .571$, which is rounded down.

The value reported must be a whole number. If the computed value is greater than ". ##50...", use rounding to the next higher percent to avoid using decimals or fractions. For example, .6251 is reported as "63".

Employees such as cafeteria workers and bus drivers who work only a few hours daily are not to be reported as "100" in this field. Do not look at the job but rather the hours worked related to the standard LEA workday.

NumberDaysEmployed (E0160) indicates the actual number of at-work days within the school year that a person is scheduled to work in the LEA. This number does not include holidays, weekends, and any other days the employee is not scheduled to work.

If a person does not work the same number of days as shown in the contract, then the actual number of days the employee will work must be reported. This situation may occur when a person does not begin work at the start of the school year.

Staff Payroll Calculated Values

Full-Time Equivalents (FTEs) are calculated in the following manner:

If *NumberDaysEmployed* is greater than or equal to 187, then $FTE = \text{PercentDayEmployed} \text{ divided by } 100$.

If *NumberDaysEmployed* is less than 187, then $FTE =$
$$\frac{(\text{PercentDayEmployed divided by } 100) \times (\text{NumberDaysEmployed})}{187}$$

Base Salary is the total of all *PayrollAmount* where *PayrollActivity* is 80 (Base Salary).

FTE Salary is Base Salary divided by FTE.

AuxiliaryRoleId (E1594) identifies the capacity in which a nonexempt auxiliary employee serves.

The *AuxiliaryRoleId* is reported for all LEA employees who serve the LEA in a non-professional or non-para-professional role. Persons with an *AuxiliaryRoleId* are reported with base pay associated with *Object* 6129 (Salaries Or Wages For Support Personnel). Some professional staff may also be reported with an *AuxiliaryRoleId*. An example would be a *StaffClassification* 087 (Teacher) that also drives a bus route for the school. This person would have at least two payroll accounting entries: *Object* 6119 (Salaries Or Wages-Teachers And Other Professional Personnel) and *Object* 6129 (Salaries Or Wages For Support Personnel).

There is some duplication between the *StaffClassification* table and the *AuxiliaryRoleId* table; therefore, it is the LEA's discretion to determine if the staff person is employed in a professional or non-professional capacity.

For additional guidance on reporting *StaffClassification* or the *AuxiliaryRoleId* for staff, please see the "When to Report StaffClassification or AuxiliaryRoleId" table in the Staff entity.



BeginDate (E3010) is the first day a nonexempt auxiliary staff is assigned to the *AuxiliaryRoleId* descriptor.

EndDate (E3020) is the first day after the last day a nonexempt auxiliary staff is no longer assigned to the AuxiliaryRoleId descriptor.

HireDate (E3032) is the first day a staff member is employed at an educational organization.

EndDate (E3020) is the first day after the last day a staff member is employed at an educational organization.

StaffSchoolAssociation Entity

Entity	Entity Ref	Data Element	Collection/Submission	Length	Data Type	Descriptor Table	Element ID
StaffSchoolAssociation							
		Staff	CRW				
		School	CRW				
		ProgramAssignment	CRW		Descriptor	C338	E3045

Legend:

ALL – Data element is used by all core collections	CRF – Class Roster Fall	CF – Child Find
PF – PEIMS Fall	CRW – Class Roster Winter	RF – RF-Tracker
PM – PEIMS Mid-year	KG – ECDS KG	SE –SELA
PS – PEIMS Summer	PK – ECDS PK	14 – SPPI-14
PE – PEIMS Extended Year	CS – Charter School Waitlist	
NP – Data element is not promoted to TSDS		

Entity Description

The StaffSchoolAssociation Entity indicates the school(s) to which a teacher provides instructional services for the Teacher Incentive Allotment (TIA). The StaffSchoolAssociation Entity is only reported for a TIA-designated, pending designation, or National Board Certified teacher.

General Reporting Requirements

Class Roster Winter Submission:

The StaffSchoolAssociation Entity must be reported for each *StaffClassification* 087 (Teacher) reported with a TeacherIncentiveAllotmentDesignation on the Staff Entity if the teacher is not reported with a StaffSectionAssociation Entity.

Special Reporting Requirements

Currently, there are no special reporting requirements.

Data Element Reporting Requirements

Staff Reference

The Staff Reference represents the identifier assigned to a staff member.

School Reference

The School Reference represents the identifier assigned to a campus.

ProgramAssignment (E3045) defines the name of the education program for which a teacher is assigned to a school.

ProgramAssignment is only used when reporting a StaffSchoolAssociation Entity for a Teacher Incentive Allotment designated, pending designation, or National Board Certified teacher.