

DOMAIN: PERSONNEL

Identity

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his family (e.g., Jr., Sr., III).		None	Yes (Optional)
Last or Surname	The full legal last name borne in common by members of a family.		None	Yes
Middle Name	A full legal middle name given to a person at birth, baptism, or through legal change.		None	Yes (Optional)
Staff Member Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	SSN will be primary identifier.	SSN - Social Security Administration number	Yes
Staff Member Identifier	A unique number or alphanumeric code assigned to a staff member by a school, school system, a		None	Yes

DOMAIN: PERSONNEL

Identity

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
	state, registry, or other agency or entity.			
Other Staff Member Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	State-assigned number would be the licensure number and would be optional for non-certified staff.	ProfessionalCertificate - Professional certificate or license number	Yes (Optional)
Other Staff Member Identifier	A unique number or alphanumeric code assigned to a staff member by a school, school system, a state, registry, or other agency or entity.	Licensure number	None	Yes (Optional)
Professional Certificate or License Number	The number issued by the credentialing/licensing agency.	Used to report National Board Certification awards only	None	Yes
Credential Award Start Date	The date on which the qualification, achievement, personal or organizational quality, or aspect of an identity was conferred.	National Board Certification issue or start date	None	Yes
Credential Award End Date	The date, if any, on which the qualification, achievement, personal or organizational quality, or aspect of an identity expires or requires renewal.	National Board Certification expiration or end date	None	Yes

DOMAIN: PERSONNEL**Identity**

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Credential Definition Identifier	A globally unique identifier by which the creator/owner/provider of a credential recognizes the qualification, achievement, personal or organizational quality, or aspect of an identity in transactions with the external environment.	National Board Certification Type	NBPTS - National Board for Professional Teaching Standards CCC - Certificate of Clinical Competence (issued by American Speech & Hearing Association) NCSC - National Certified School Counselor NCSN - National Certified School Nurse CALT - Certified Academic Language Therapist	Yes



DATA DOMAIN MAPPING

DOMAIN: PERSONNEL

Contact

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Electronic Mail Address	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs.	School/District Email address Collected for Instructional Staff and District/School Administrative Staff only	None	Yes (see Additional Information)

DOMAIN: PERSONNEL Demographics

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Birthdate	The year, month and day on which a person was born.		None	Yes
Hispanic or Latino Ethnicity	An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.		Yes - Yes No - No NotSelected - Not selected	Yes
Race	The origins of a person.		AmericanIndianOrAlaskaNative - American Indian or Alaska Native Asian - Asian BlackOrAfricanAmerican - Black or African American DemographicRaceTwoOrMoreRaces - Demographic Race Two or More Races NativeHawaiianOrOtherPacificIslander - Native Hawaiian or Other Pacific Islander RaceAndEthnicityUnknown - Race and Ethnicity Unknown White - White	Yes

DOMAIN: PERSONNEL**Demographics**

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Sex	The concept describing the biological traits that distinguish the males and females of a species.		Male - Male Female - Female NotSelected - Not selected	Yes

DOMAIN: PERSONNEL

Assignment

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Assignment End Date	The last year, month and day on which the assignment is valid.		None	Yes
Assignment Start Date	The year, month and day from which the assignment is valid.		None	Yes
Local Education Agency Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a local education agency.		SEA - State Education Agency assigned number	Yes
Local Education Agency Identifier	A unique number or alphanumeric code assigned to a local education agency by a school system, a state, or other agency or entity.		None	Yes
Primary Assignment Indicator	An indication of whether the assignment is the staff member's primary assignment.		Yes No	Yes
School Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social	If employee works at district office, leave this field blank	SEA - State Education Agency assigned number	Yes

DOMAIN: PERSONNEL**Assignment**

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
	services, or other agencies to refer to an institution.			
School Identifier	A unique number or alphanumeric code assigned to an institution by a school, school system, a state, or other agency or entity.	If employee works at district office, leave this field blank	None	Yes
Staff Full Time Equivalency	The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.	The percentage of time spent in the classification. For staff who are less than full time (1 FTE), percentage should reflect percent of 1 FTE. (Ex: A teacher who is employed at 50% of the school year and whose only role is a teacher should be .5 FTE.)	None	Yes
Local Job Category	A local classification used to describe the job.	The MDE work area code for this assignment. For teacher assignments, leave this code blank for SY 2023-24. A work area code(s) will be created beginning with SY 2024-25. Other assignments that a teacher may have should use existing work area codes.	Other	Yes

DOMAIN: PERSONNEL **Employment**

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Contract Days of Service Per Year	The number of days per year that a person is expected to work as outlined specifically in his or her employment agreement.	Days Employed	None	Yes
Employment End Date	The year, month and day on which a person ended self-employment or employment with an organization or institution.		None	Yes
Employment Start Date	The year, month and day on which a person began self-employment or employment with an organization or institution.		None	Yes
Employment Status	The condition under which a person has agreed to serve as an employee.	Contractual - Employed through external contractual service Non-contractual - Employed through the district (includes teachers with contracts directly with the district) Substitute/temporary - Use for long-term substitutes. Short-term substitutes do not need to be reported.	01379 - Contractual 01385 - Non-contractual 01380 - Substitute/temporary	Yes

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Position Title	The descriptive name of a person's position.	The title used by the district. These do not need to match MDE work area code titles.	None	Yes
Salary for Teaching Assignment Only Indicator	Indicator to determine whether the teacher's base salary includes pay for teaching assignments alone.		Yes No	Yes
Staff Compensation Base Salary	The salary or wage a person is paid before deductions (excluding differentials) but including annuities.	Salary without supplements	None	Yes
Staff Compensation Total Salary	Total annualized salary of staff at the specific school/program indicated on the record in the school/program year specified on the record.	Salary including supplements	None	Yes
Years of Total Experience	The total number of years that a person has held this position or a similar position in one or more organizations.		None	Yes
Financial Account Number	A number given to a financial account within a local source accounting system. The number may be a concatenation of a standard prefix for the type of account with digits added that have specific meaning within the local system.	MDE Fund Code	None	Yes

DOMAIN: PERSONNEL

Employment

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Funding Source Amount	The amount of financial support contributed by a specific funding or revenue stream.		None	Yes
Funding Source Percentage	The proportion or percentage of financial support or resources contributed by a specific funding or revenue stream in relation to the total funding.	Funding Source Percentage, Amount, and Financial Account Number are used to report the funding source for each employee. (Ex: Paid 50% from Special Education Funds and 50% from Local Funds)	None	Yes
Staff Compensation Annual Supplement	The annual sum of payments given to staff in addition to their regular wages.		None	Yes
Staff Compensation Annual Supplement Description	A description of the annual supplement awarded to a staff member.	For National Board certifications, use the following descriptions: NBPTS CCC NCSC NCSN CALT For all other supplements, use local description.	None (See Additional Information)	Yes