



DATA DOMAIN MAPPING

DOMAIN: PERSONNEL

Identity

NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

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 state, registry, or other agency or entity.		None	Yes

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
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)



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Contact

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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	NON-PUBLIC SCHOOLS
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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

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



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Assignment

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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

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



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Employment

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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
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