# K12 FILE SPECIFICATIONS

## K12 Staff Demographics

*Version 1.0.1*

Generated 4/23/2024

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# General Information

This document describes the data elements collected by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate.

## High-Level Data Collection Workflow

### Scope

All students enrolled in courses (for credit AND/OR noncredit) at the institution for given academic year.

### File Names

| File Specification | File Name |
|---|---|
| K12 Staff Demographics | #####_k12_staff_YYYY_##.csv |

| Where | Represents |
|---|---|
| ##### | IPEDS Institution ID |
| YYYY | Academic Year Ending |
| ## | Optional sequence Number |

### Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: *NSWERS Field Name [File Specification: Field Name (Field Number)] where:

- An asterisk (*) indicates the data element is a mandatory field. A non-blank or non-null value must be supplied in all mandatory fields for each record, or the data loading process will reject the record.
- NSWERS Field Name represents the name of the data element commonly used by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS).
- File Specification indicates the formal name of the file specification.
- Field Name indicates the formal name of the field within the file specification.
- Field Number indicates the position of the field within the file specification.

### Academic Year Ending

The academic year is understood as July 1 – June 30. Postsecondary data will be organized by academic year using Academic Year Ending. For example, the

Academic Year Ending field for 2020 – 2021 will simply read: "2021".
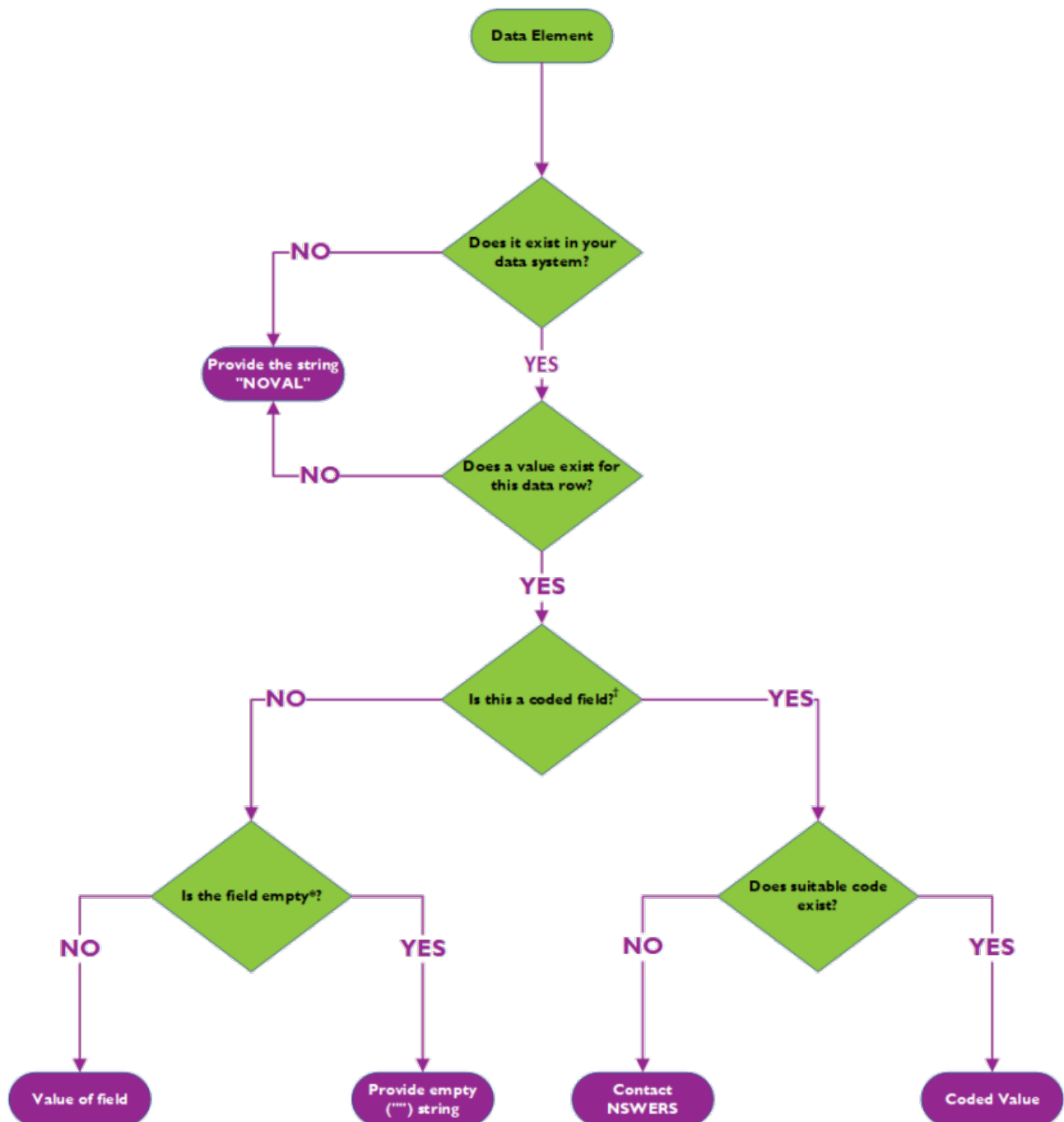
## Notes of Importance

- Any values that contain a comma must be enclosed with quotes.
- Data fields should be ordered in the same sequence as identified in this document.

All files should be submitted in .csv format.

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To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files. It is the responsibility of each data contributing partner to resolve errors discovered during data submission, validation, and certification processes. Corrected data files should be re-uploaded by partners into the NSWERS data system.

# Decision Tree: Reporting for Nonmandatory Data Elements

**Data Element**

**Does it exist in your data system?**

**NO** → **Provide the string "NOVAL"**

**YES** ↓

**Does a value exist for this data row?**

**NO** → **Provide the string "NOVAL"**

**YES** ↓

**Is this a coded field?**[†]

**NO** ↓ — **Is the field empty*?**

**NO** → **Value of field**

**YES** → **Provide empty ("") string**

**YES** → **Does suitable code exist?**

**NO** → **Contact NSWERS**

**YES** → **Coded Value**

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[†]The field is represented by a code in the data specifications (e.g. gender, GED Status, etc)

*The field is blank or represented by a blank placeholder in your data system

# K12 Staff Demographics

The K12 Staff Demographics file identifies the staff members appearing in the K12 Student Course Records file for the requested school year(s).

Additional details can be found on our website at
[https://nswers.orgs/insights/data-dictionary-and-elements/](https://nswers.orgs/insights/data-dictionary-and-elements/)

## *NDE Staff ID [K12 Staff Demographics:NDE Staff ID (1)]

Provide the 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person.Provide the 10-digit number assigned by will be used to uniquely identify the staff

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**
**##########**

## Local Staff ID [K12 Staff Demographics:Local Staff ID (2)]

## *Gender [K12 Staff Demographics:Gender (3)]

Provide the code indicating the gender of this student.

| Code | Description |
|------|-------------|
| F | Female |
| M | Male |
| X | Intersex and/or non-binary |
| U | Unknown/Undeclared |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *Hispanic Indicator [K12 Staff Demographics:Hispanic Indicator (4)]

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

| Code | Description |
|------|-------------|
| 1 | Yes |

| Code | Description |
|------|-------------|
| 2 | No |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *Race 1 Code [K12 Staff Demographics:Race 1 Code (5)]

Provide the code indicating this staff member's identified race, otherwise leave blank.Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- If two races are identified:
  - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- If three races are identified:
  - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- If four races are identified:
  - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- If five races are identified:
  - In all five fields.

| Code | Description | Explanation of Use |
|------|-------------|--------------------|
| DC | Declined to Identify | A person who has not self-identified their race. |
| AM | American Indian/Alaska Native | A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment. |
| AS | Asian | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| BL | Black or African American | A person having origins in any of the black racial groups of Africa. |
| PI | Native Hawaiian or Other Pacific Islander | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |

| Code | Description | Explanation of Use |
|------|-------------|--------------------|
| WH | White | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| MTO | More than one | A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank. |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Verification Details**
Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 2 Code [K12 Staff Demographics:Race 2 Code (6)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

**Verification Details**
Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 3 Code [K12 Staff Demographics:Race 3 Code (7)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

**Verification Details**
Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 4 Code [K12 Staff Demographics:Race 4 Code (8)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

**Verification Details**
Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 5 Code [K12 Staff Demographics:Race 5 Code (9)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

**Verification Details**

Records containing the same race code value in more than one race field will be rejected by the data loading process.

## *Educational Attainment Code [K12 Staff Demographics:Educational Attainment Code (10)]

Provide the code indicating the type of degree earned by the staff member. If the staff member has multiple degrees, the highest-level degree should be provided.

| Code | Description |
|------|-------------|
| 00 | No High School Diploma |
| 09 | High School Diploma/GED |
| 12 | No College Preparation (used mostly for provisional trade certificates or special services coaching certificate)c |
| 14 | Associate Degree |
| 20 | Less Than Bachelor's degree (less than 40 semester hours) |
| 21 | Less Than Bachelor's degree (40-47 semester hours) |
| 22 | Less Than Bachelor's degree (48-59 semester hours) |
| 30 | Less Than Bachelor's Degree (60 or more semester hours) |
| 40 | Bachelor's degree |
| 45 | Bachelor's degree plus (<30 semester hours) |
| 48 | Bachelor's degree plus at least 30 graduate-level hours |
| 50 | Master's degree |

| Code | Description |
|------|-------------|
| 55 | Master's degree plus Hours |
| 60 | Education Specialist |
| 70 | Doctorate |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *Total Experience [K12 Staff Demographics:Total Experience (11)]

Provide the total number of years of experience (in whole years) in education including the current school year.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Verification Details**
The minimum number is "1".

## Primary Subject Area [K12 Staff Demographics:Primary Subject Area (12)]

Provide the primary subject area taught by the staff person in this school district/system.

| Code | Description |
|------|-------------|
| 00 | Position does not require a Primary Subject Area. Position is not a "teacher". |
| 01 | Agriculture, Food and Natural Resources |
| 02 | Visual & Performance Arts (Art) |
| 03 | Business, Marketing and Management |
| 05 | English Language Arts |
| 06 | World Language |
| 07 | Health Science |
| 08 | Personal Health & Physical Fitness |

| Code | Description |
|------|-------------|
| 09 | Human Services |
| 10 | Skilled and Technical Sciences |
| 11 | Mathematics |
| 12 | Visual & Performing Arts (Music) |
| 13 | Science |
| 15 | Social Science/Social Studies |
| 18 | Self-Contained Classroom |
| 19 | Special Education |
| 21 | Driver Education/Safety Education |
| 22 | Visual & Performing Arts (Drama/Theatre) |
| 23 | Miscellaneous Curriculum |
| 25 | Title I Curriculum |
| 26 | Personal Development |
| 27 | Communication & Information Systems |
| 29 | Supplemental Curriculum |
| 30 | High Ability Education |
| 31 | English as a Second Language |
| 32 | Career Education Foundational and Specialty |
| 35 | Education and Training |
| 37 | Hospitality and Tourism |
| 39 | Law, Public Safety and Security |

**Verification Details**

This is only mandatory for "teachers"

*School Year Ending [K12 Staff Demographics:School Year Ending

## (13)]

Provide the literal four-digit year, for example "2021".

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**

yyyy

## K12 Staff Demographics

| Key | Position | Name | Type | Length | Format |
|---|---|---|---|---|---|
| | 1 | NDE Staff ID | String | 10 | ########## |
| | 2 | Local Staff ID | String | 25 | |
| | 3 | Gender | String | 1 | (one of set) |
| | 4 | Hispanic Indicator | String | 1 | (one of set) |
| | 5 | Race 1 Code | String | 3 | (one of set) |
| | 6 | Race 2 Code | Set | 3 | (one of set) |
| | 7 | Race 3 Code | Set | 3 | (one of set) |
| | 8 | Race 4 Code | Set | 3 | (one of set) |
| | 9 | Race 5 Code | Set | 3 | (one of set) |
| | 10 | Educational Attainment Code | String | 2 | (one of set) |
| | 11 | Total Experience | Integer | | |
| | 12 | Primary Subject Area | String | 2 | (one of set) |
| | 13 | School Year Ending | Date | 4 | yyyy |