K12 FILE SPECIFICATIONS

K12 Educator Certificate

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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 Educator Certificate	#####_k12_educatorcertificate_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”.

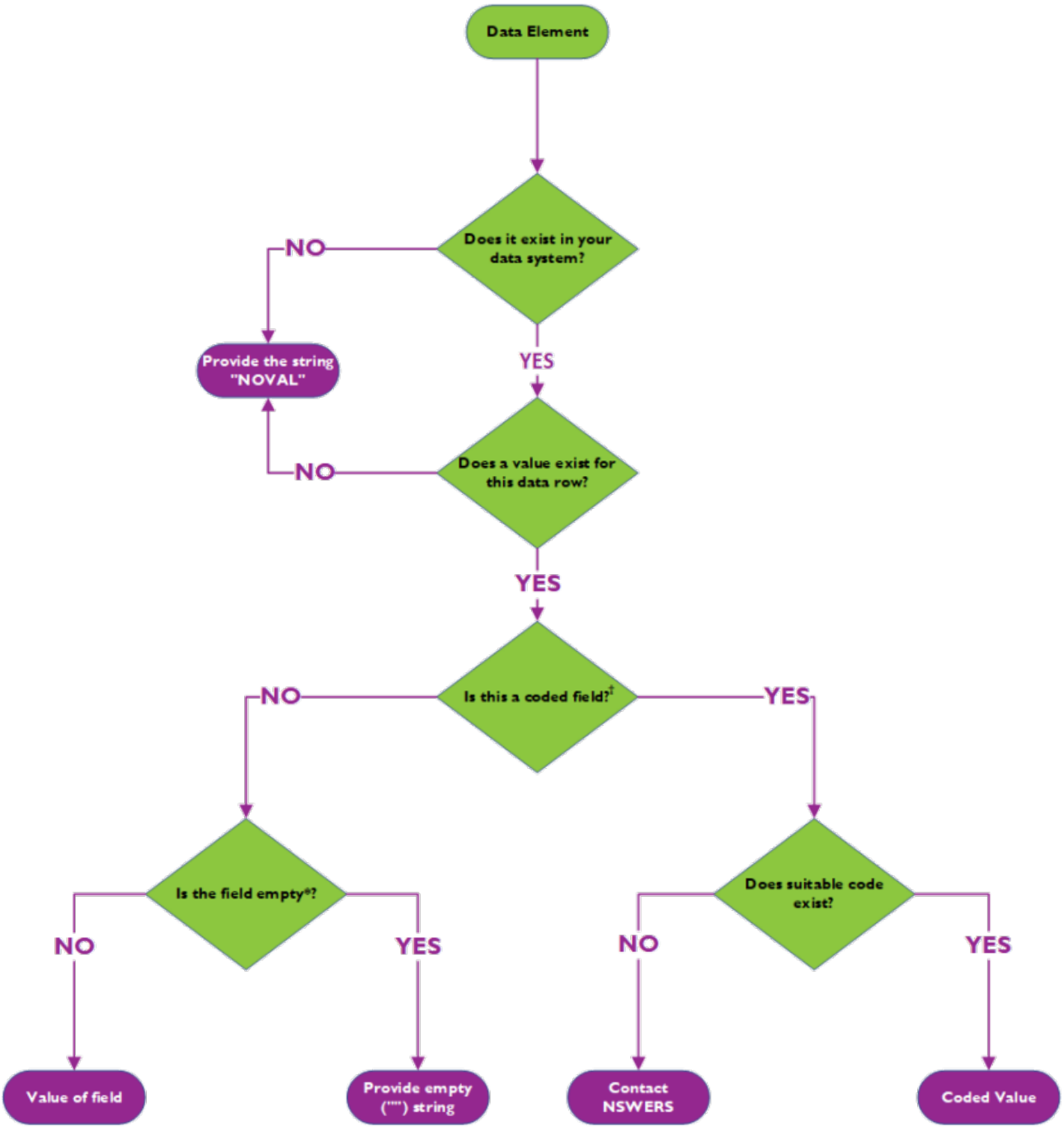
Notes of Importance

- 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.

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



†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 Educator Certificate

The scope of data includes all educators certified by the Nebraska Department of Education.

Submissions will include records for teachers who have had an active teacher certification beginning with the 2012 school year ending until the most recently completed school year. Data for future school years will be submitted on an annual basis in alignment with the NSWERS data submission cycle.

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

*NDE Staff ID [K12 Educator Certificate:NDE Staff ID (1)]

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

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

*First Name [K12 Educator Certificate:First Name (2)]

The staff person's first name.

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

Middle Name [K12 Educator Certificate:Middle Name (3)]

The middle name of the staff person. If full middle name is not available, provide middle initial, where possible.

*Last Name [K12 Educator Certificate:Last Name (4)]

The staff person's surname.

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

Previous First Name [K12 Educator Certificate:Previous First Name (5)]

Any prior first name used by this person.

Previous Middle Name [K12 Educator Certificate:Previous Middle Name (6)]

Any prior middle name used by this person.

Previous Last Name [K12 Educator Certificate:Previous Last Name (7)]

Any prior last name used by this person.

*Birthdate [K12 Educator Certificate:Birthdate (8)]

The birthdate of the staff person in ISO format (YYYY-MM-DD).

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

Format
yyyy-MM-dd

*Certificate ID [K12 Educator Certificate:Certificate ID (9)]

The 10- or 11-digit number assigned by the NDE. This number will be used to uniquely identify the certificate or permit.

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

*Certificate Type [K12 Educator Certificate:Certificate Type (10)]

Provide the appropriate code reflecting the type of certificate or permit issued by NDE.

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

*Certificate Rank [K12 Educator Certificate:Certificate Rank (11)]

Provide the appropriate code reflecting the rank of certificate or permit issued by NDE.

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

*Certificate Limitations [K12 Educator Certificate:Certificate Limitations (12)]

Provide the appropriate code reflecting the limitations of certificate or permit issued by NDE.

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

Public/Non-Public [K12 Educator Certificate:Public/Non-Public (13)]

Provide the appropriate code reflecting whether certification is valid for public or non-public schools.

*Effective Date [K12 Educator Certificate:Effective Date (14)]

Provide the date in ISO (YYYY-MM-DD) format the effective date of the certificate.

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

Format
yyyy-MM-dd

*Original Issue Date [K12 Educator Certificate:Original Issue Date (15)]

Provide the date in ISO (YYYY-MM-DD) format when the certificate or permit was issued by the NDE.

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

Format
yyyy-MM-dd

*Issue Date [K12 Educator Certificate:Issue Date (16)]

Provide the date in ISO (YYYY-MM-DD) format when the certificate or permit was issued by the NDE.

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

Format
yyyy-MM-dd

Expiration Date [K12 Educator Certificate:Expiration Date (17)]

Provide the expiration date in ISO (YYYY-MM-DD) format on a valid certificate or permit that was issued by the NDE.

Format
yyyy-MM-dd

K12 Educator Certificate

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	NDE Staff ID	String	10	
	2	First Name	String		
	3	Middle Name	String		
	4	Last Name	String		
	5	Previous First Name	String		
	6	Previous Middle Name	String		
	7	Previous Last Name	String		
	8	Birthdate	Date		yyyy-MM-dd
	9	Certificate ID	String	11	
	10	Certificate Type	String		
	11	Certificate Rank	String		
	12	Certificate Limitations	String		
	13	Public/Non-Public	String		
	14	Effective Date	Date		yyyy-MM-dd
	15	Original Issue Date	Date		yyyy-MM-dd
	16	Issue Date	Date		yyyy-MM-dd
	17	Expiration Date	Date		yyyy-MM-dd