K12 FILE SPECIFICATIONS

K12 Staff Demographics

Version 1.5.0

Generated 11/25/2026

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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”.

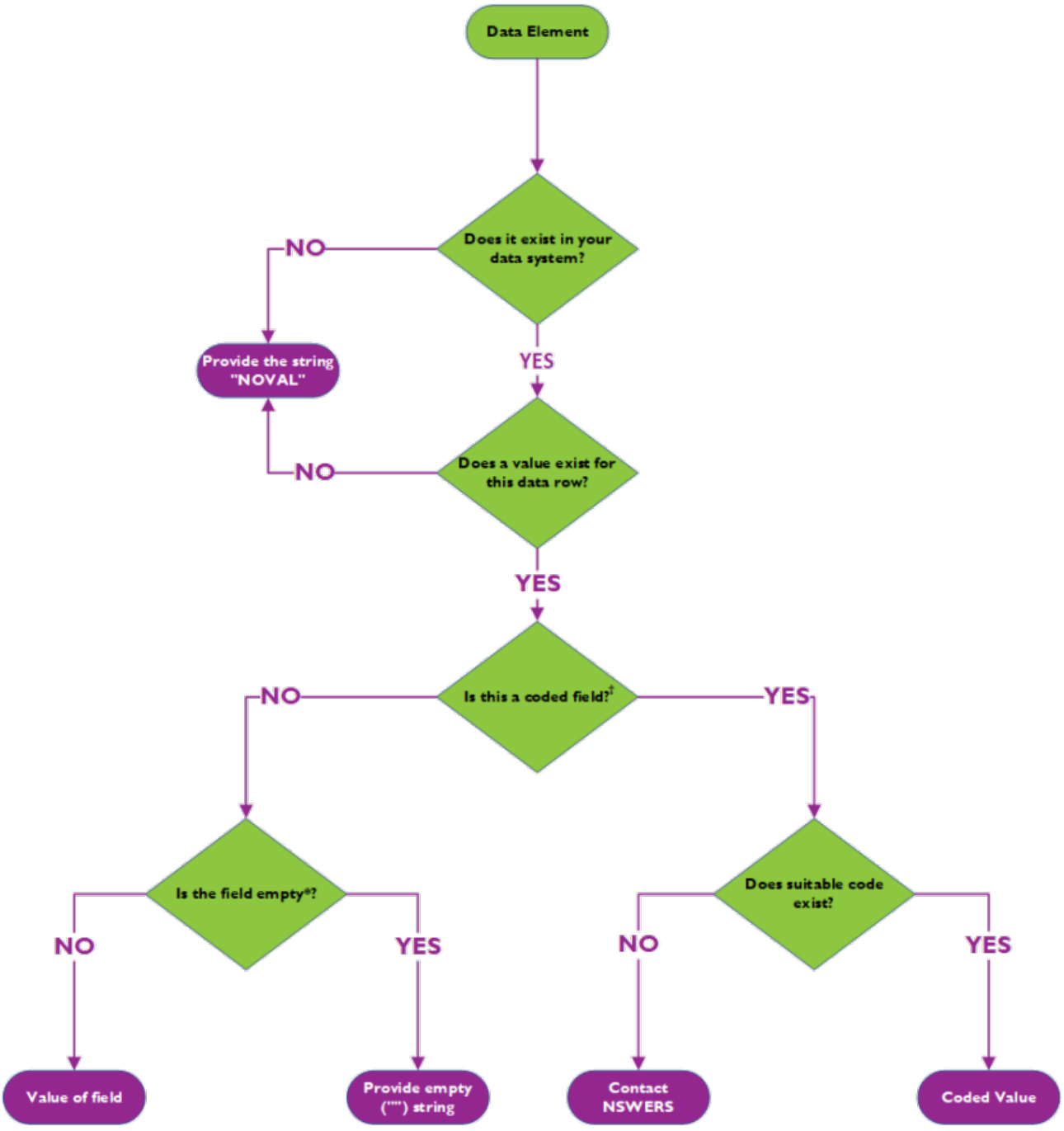
Notes of Importance

- 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.

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 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).

Submissions will include records 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 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 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.

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
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.

Code	*Description*	*Explanation of Use*
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.
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)

Code	*Description*
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
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
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

Code	*Description*
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