K12 FILE SPECIFICATIONS

K12 Staff Assignments

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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 Assignments	#####_k12_assignments_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”.

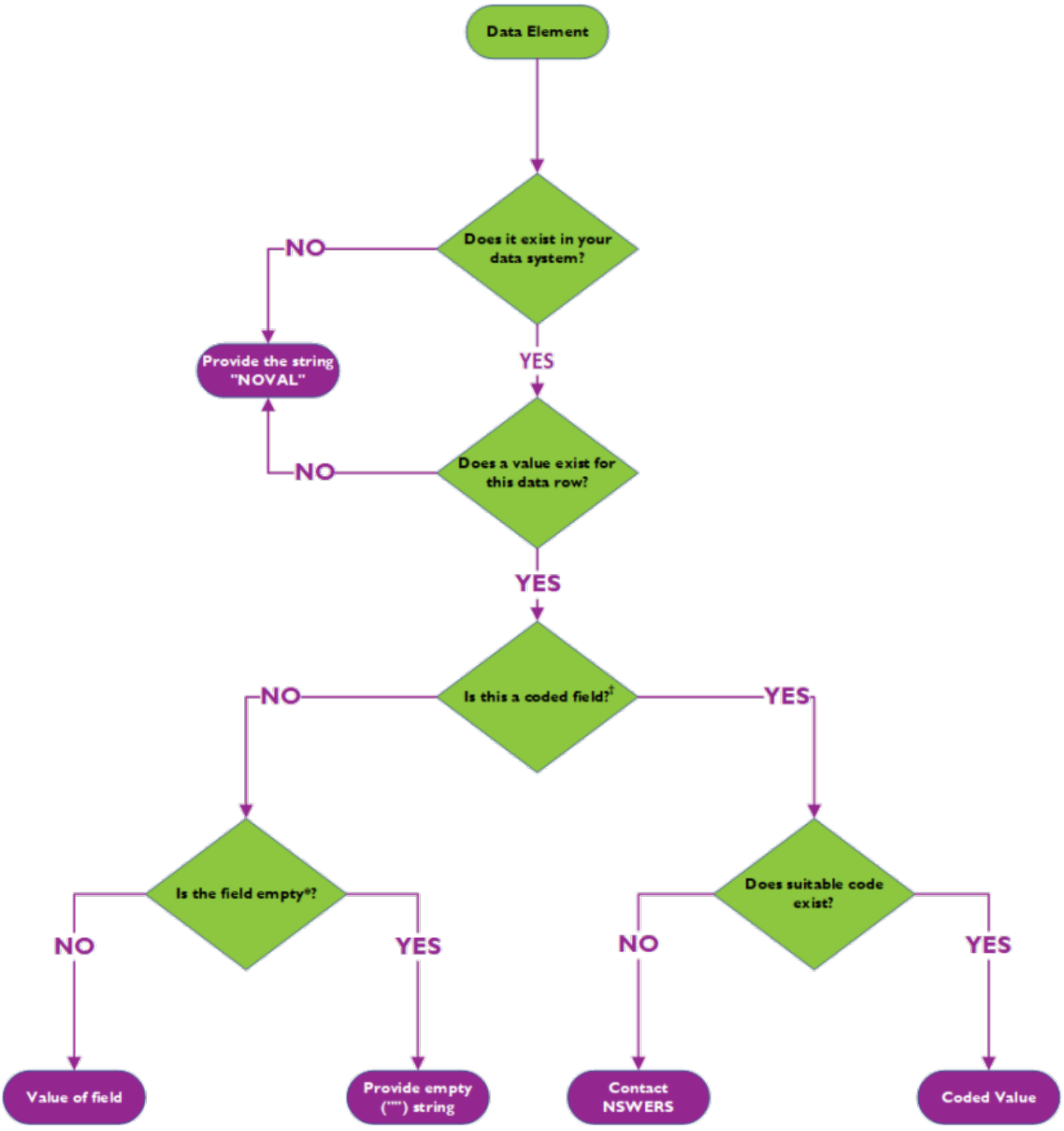
Notes of Importance

- 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 Assignments

The K12 Staff Assignments file identifies details of each position assignment for 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/

*County District Number [K12 Staff Assignments:District Code (1)]

Provide the number assigned to the school district/system by NDE and should include a hyphen (“-“) between county number and district number. The number is based on the county in which the district/system headquarters is located and an assigned district number.

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

Format
##-####

*School Number [K12 Staff Assignments:Location Code (2)]

Provide the primary school number for the student or staff.

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

Format
###

*NDE Staff ID [K12 Staff Assignments:NDE Staff ID (3)]

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
##########

*Controlling District Code [K12 Staff Assignments:Controlling

District Code (4)]

Provide the 6-digit number of the School District/System/ESU where the staff member is assigned. The field used to report staff assigned to serve Districts/Systems/ESUs other than the District/System/ESU that holds the contract.

Provide the number assigned to the school district/system by NDE and should include a hyphen (“-“) between county number and district number. The number is based on the county in which the district/system headquarters is located and an assigned district number.

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

Format
##-####

*Full-Time Equivalency [K12 Staff Assignments:Full-Time Equivalency (5)]

Provide the integer value between 1 and 100 that indicates the percentage of the staff member’s time that is allocated to the assignment. This is an indication of the time a staff member spends in their assignment as it relates to the total time in the work week defined for that assignment.

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

Verification Details
FTE Should never exceed 100 in a District/System/School.

Full-time FTE is reported as 100.

*Assignment Date [K12 Staff Assignments:Assignment Date (6)]

Provide the date when the staff member starts the assignment during the current school year.

Use the ISO date 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

*Completion Date [K12 Staff Assignments:Completion Date (7)]

Provide the date when the staff member completes the assignment during this school year.

Use the ISO date 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

*Experience At This District [K12 Staff Assignments:Experience At This District (8)]

Provide the total number of years of experience (in whole years) in this District/System/ESU 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”.

*School Year Ending [K12 Staff Assignments:School Year Ending (9)]

Provide the literal school year ending in the format “YYYY”. The school year is understood as July 1 - June 30. For example, the value of the School Year Ending field for July 1, 2020 – June 30, 2021, would simply read: “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 Assignments

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	NDE Staff ID	String	10	##########
	4	Controlling District Code	String	7	##-####
	5	Full-Time Equivalency	Integer	100	
	6	Assignment Date	Date	10	yyyy-MM-dd
	7	Completion Date	Date	10	yyyy-MM-dd
	8	Experience At This District	Integer		
	9	School Year Ending	Date	4	yyyy