

IBEDS ASCII File Layouts 8/20/2009

Personal File Layout

<u>Field Description</u>	<u>Size</u>	<u>Type</u>	<u>Description</u>
Social Security Number	9	Character	Dashes will be edited in by import process
Last Name	24	Character	
First Name	14	Character	
Middle Name	14	Character	Optional
Birth Date	10	Character	mm/dd/ccyy
Gender	1	Character	M/F
Ethnicity	1	Character	Must be valid Ethnicity Code W,H,B,N,A,P
Ethnicity White	1	Character	Y/N-Individual ethnicity for White. Must be "Y" if Ethnicity is W.
Ethnicity Hispanic	1	Character	Y/N-Individual ethnicity for Hispanic. Must be "Y" if Ethnicity is H.
Ethnicity Black	1	Character	Y/N-Individual ethnicity for Black. Must be "Y" if Ethnicity is B.
Ethnicity Asian	1	Character	Y/N-Individual ethnicity for Asian. Must be "Y" if Ethnicity is A.
Ethnicity American Indian or Alaska Native	1	Character	Y/N-Individual ethnicity for American Indian or Alaska Native. Must be "Y" if Ethnicity is N.
Ethnicity Native Hawaiian or Pacific Islander	1	Character	Y/N-Individual ethnicity for Native Hawaiian or Pacific Islander. Must be "Y" if Ethnicity is P.
Highest Degree	2	Character	Must be valid Degree if entered
Year of Highest Degree	4	Character	CCYY - required if Highest Degree entered
Additional Credits	3	Numeric	
Degree Institution	3	Character	Must be a known valid Institution code if entered
Degree State	2	Character	Alpha State code
Last year credits received	4	Character	CCYY
Years experience in State for K-12	2	Numeric	K-12
Years experience out-of-State for K-12	2	Numeric	K-12
Years experience non-public for K-12	2	Numeric	K-12
Higher Ed in-state experience	2	Numeric	
Higher Ed out-of-state experience	2	Numeric	
Status	1	Character	Must be "A"ctive, "I"nactive, or "T"erminated
Initial Certification Year	4	Character	CCYY

*Six individual Ethnicities new for 2009/2010

IBEDS ASCII File Layouts

8/20/2009

Certified Employment File Layout

<u>Field Description</u>	<u>Size</u>	<u>Type</u>	<u>Description</u>
Social Security Number	9	Character	Dashes will be edited in by import process
School Year	4	Character	CCYY
District	3	Character	
Building	3	Character	
School Type	1	Character	“R”egular or “C”harter. Only one Regular in each District.
Status	1	Character	Must be “A”ctive, “I”nactive, or “T”erminated
Employment Date	10	Character	mm/dd/ccyy
Contract Type	1	Character	“C”ontinuting or “A”nnual
Year in District	2	Numeric	
Termination Date	10	Character	mm/dd.ccyy – Required if employee is not Active
Termination Code	2	Character	Required if employee is not Active
Contract Base Amount	6	Numeric	Whole dollars – First of 2 contracts if applicable
Contract Days	3	Numeric	Cannot exceed 261
FTE	3	Numeric	n.nn (Implied decimal) e.g. 100 would be 1.00 FTE
Contract Base Amount	6	Numeric	Whole Dollars – Second of 2 contracts if applicable
Contract Days	3	Numeric	Cannot exceed 261
FTE	3	Numeric	n.nn (Implied decimal) e.g. 100 would be 1.00 FTE
Extra Pay Code	1	Character	First of 4 extra pay
Extra Pay Amount	4	Numeric	
Extra Pay Code	1	Character	Second of 4 extra pay
Extra Pay Amount	4	Numeric	
Extra Pay Code	1	Character	Third of 4 extra pay
Extra Pay Amount	4	Numeric	
Extra Pay Code	1	Character	Fourth of 4 extra pay
Extra Pay Amount	4	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	Whole percent. E.g. 75 would be 75%
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	

* No changes for 2009/2010

IBEDS ASCII File Layouts 8/20/2009

Certified Assignment File Layout

<u>Field Description</u>	<u>Size</u>	<u>Type</u>	<u>Description</u>
Social Security Number	9	Character	Dashes will be edited in by import process
School Year	4	Character	CCYY
District	3	Character	
Contract	1	Character	1 or 2 – will match to Employment Contract
Building	3	Character	
School Type	1	Character	“R”egular or “C”harter. Will match Employment in District.
Period	1	Character	1 - 9
Grade	2	Character	P, K, 1-12, A, U
Assignment Code	5	Numeric	Must be valid Certified Assignment
Black Male Enrollment	3	Numeric	
Black Female Enrollment	3	Numeric	
White Male Enrollment	3	Numeric	
White Female Enrollment	3	Numeric	
Hispanic Male Enrollment	3	Numeric	
Hispanic Female Enrollment	3	Numeric	
Nat. Am. Male Enrollment	3	Numeric	
Nat. Am. Female Enrollment	3	Numeric	
Asian Male Enrollment	3	Numeric	
Asian Female Enrollment	3	Numeric	
Pacific Is Male Enrollment	3	Numeric	
Pacific Is Female Enrollment	3	Numeric	
Multi-racial Male Enroll	3	Numeric	
Multi-racial Female Enroll	3	Numeric	
Course Level	1	Character	“B”asic, “G”eneral, “E”nriched, “H”onors

* For 2006/2007, Assignment Code expanded to 5 characters. Combined Class and Aid Hours were removed. Pacific Islander Male and Female Enrollment added. Multi-racial Male and Female Enrollment added but will not be applicable or used until 2007/2008. Course Level added for 2006/2007.

* No changes for 2009/2010

IBEDS ASCII File Layouts

8/20/2009

Noncertified Employment File Layout

<u>Field Description</u>	<u>Size</u>	<u>Type</u>	<u>Description</u>
Social Security Number	9	Character	Dashes will be edited in by import process
School Year	4	Character	CCYY
District	3	Character	
Building	3	Character	
Status	1	Character	“A”ctive, “I”nactive, “C”ertified
Employment Date	10	Character	mm/dd/ccyy
Termination Date	10	Character	mm/dd.ccyy - Required if employee is not Active
Termination Code	2	Character	Required if employee is not Active
Assignment Code	5	Character	First of 3 Assignment combinations
Rate of Pay	4	Numeric	nn.nn (Implied decimal) e.g. 1045 would be \$10.45
Hours per Week	4	Numeric	nn.nn (Implied decimal) e.g. 3200 would be 32.00 hours
Weeks	2	Numeric	
Assignment Code	5	Character	Second of 3 Assignment combinations
Rate of Pay	4	Numeric	nn.nn (Implied decimal) e.g. 1045 would be \$10.45
Hours per Week	4	Numeric	nn.nn (Implied decimal) e.g. 3200 would be 32.00 hours
Weeks	2	Numeric	
Assignment Code	5	Character	Third of 3 Assignment combinations
Rate of Pay	4	Numeric	nn.nn (Implied decimal) e.g. 1045 would be \$10.45
Hours per Week	4	Numeric	nn.nn (Implied decimal) e.g. 3200 would be 32.00 hours
Weeks	2	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	Whole percent. e.g. 75 would be 75%
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	

* No changes for 2009/2010

IBEDS ASCII File Layouts 8/20/2009

Paraprofessional File Layout

<u>Field Description</u>	<u>Size</u>	<u>Type</u>	<u>Description</u>
Social Security Number	9	Character	Dashes will be edited in by import process
Degree	2	Character	Must be valid Degree if entered
Degree Date	10	Character	mm/dd/ccyy if Degree info entered
Degree Institution	3	Character	Must be valid Institution if Degree info entered
Credits	3	Character	Number of Academic Credits if Credit info entered
Credits Date	10	Character	mm/dd/ccyy if Credits info entered
Credits Institution	3	Character	Must be valid Institution if Credit info entered
ETS Date	10	Character	mm/dd/ccyy if ETS info entered
ETS Score	3	Character	ETS Score if ETS info entered
Date Competency Checklist met	10	Character	mm/dd/ccyy Date Competency Checklist was met (Required)
Competency Verified by	1	Character	“P”rincipal, “S”uperintendent, or “D”irector (One Required)
Name of Person Verifying Competency	25	Character	Required
High School Diploma	1	Character	Y/N. Only one of HS Diploma and GED can be Yes
GED	1	Character	Y/N. Only one of HS Diploma and GED can be Yes

*High School Diploma and GED new for 2009/2010