

# Frequently Asked Questions

## Staff Interchange

### What is the Staff Interchange?

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The staff interchange is a set of two files which contain all staff data for a school year. The staff interchange contains the staff demographics, background and current assignment(s) data. This information is used in following snapshots: Human Resources, Special Education December Count and the Teacher Student Data Link.

### Who is required to be included in the Staff Interchange files?

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For the Human Resources and Special Education December Count Snapshots: All staff, including contracted staff, employed as of December 1<sup>st</sup> of the school year. This includes part time staff, custodial staff, bus drivers, etc. Student workers, and temporary workers hired only as needed (such as short-term substitutes) are not required to be included. Long-term subs should be reported, if they have replaced the previous teacher.

For the Teacher Student Data link snapshot, all educators assigned to a core content area course must be included in the Staff Profile file, regardless of employment dates.

### What data fields are required to be reported?

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All data fields must have a valid value reported, excluding the Ending Date of Assignment which can be left blank. For certain job classification codes, there must be valid data:

- For administrators, job class codes 100-199,
  - The highest level of education, institution code of degree or state code of degree, and administrative/instructional area codes cannot be zero-filled.
- For teachers, job class codes 201-206, 222 and 223:
  - The teacher probationary status, highest level of education, institution code of degree or state code of degree, subject area of degree, teacher/SSP overall performance ratings and quality standard ratings, teaching subject area, administrative/instructional area code, and number of classes taught all cannot be zero-filled.
- For Professional-Instructional, jobclass codes 207-299:
  - The highest level of education, institution code of degree or state code of degree, teacher/SSP overall performance ratings and quality standard ratings and the administrative/instructional area code cannot be zero-filled.
- For Paraprofessionals, jobclass codes 415-419:
  - The highest level of education and administrative/instructional area codes cannot be zero-filled.