



2025-2026 Human Resources Snapshot File Layout

Purpose:

Human Resources snapshot is to obtain the general education staff data currently employed and purchased staff as of December 1st.

Important:

Staff have been assigned an EDID and demographic data has been updated in the EDIS system.

Staff have a record in the staff interchange files: Staff Profile (demographics and educational background) and Staff Assignment Association

Staff/purchased service staff currently employed/providing services on December 1st of reporting school year.

Criteria:

Pull all error-free records from the Staff Assignment Association file that match the following criteria:

Start date is December 1st or prior to December 1st of reporting school year.

End Date is either blank or post December 1st of the reporting school year.

Special Education Assignment Flag is coded 0 (non-Special Education staff)

Job class codes are not equal to 426 (Temporary/Part-time Worker (As needed), 632 (Temporary/Part-time Worker as Needed) or 634 (Student Worker)

Employment Status Code = 11, 12, 13, 23, 25 or 26.

The records selected from the Staff Assignment Association file will be joined with data from the Staff Profile data.

Joined based on EDID and District Code.

Some files may use the header 'record expectation' to provide information regarding types expected in this file. Other files, such as a snapshot, may list the criteria for a record to be included in this file.

File Notes:

New changes from 2024-2025 are **emphasized with yellow shading**.

Data Field List:

Name of Field	Field Length	Source Interchange	Source File	Remarks
School District/BOCES Code	4	Staff Profile & Assignments Interchange	Staff File	
EDID	8	Staff Profile & Assignments Interchange	Staff File	



2025-2026 Snapshot – File Layout

Name of Field	Field Length	Source Interchange	Source File	Remarks
Social Security Number	9	Staff Profile & Assignments Interchange	Staff File	
Staff's Last Name	30	Staff Profile & Assignments Interchange	Staff File	
Staff's First Name	30	Staff Profile & Assignments Interchange	Staff File	
Staff's Date of Birth	8	Staff Profile & Assignments Interchange	Staff File	MMDDYYYY Format
Staff's Gender	2	Staff Profile & Assignments Interchange	Staff File	
Staff's District of Residence	4	Staff Profile & Assignments Interchange	Staff File	
Staff's Ethnicity: Hispanic or Latino	1	Staff Profile & Assignments Interchange	Staff File	
Staff's Race: American Indian or Alaska Native	1	Staff Profile & Assignments Interchange	Staff File	
Staff's Race: Asian	1	Staff Profile & Assignments Interchange	Staff File	
Staff's Race: Black or African American	1	Staff Profile & Assignments Interchange	Staff File	
Staff's Race: White	1	Staff Profile & Assignments Interchange	Staff File	
Staff's Race: Native Hawaiian or Other Pacific Islander	1	Staff Profile & Assignments Interchange	Staff File	
Federal Race Category	2	Staff Profile & Assignments Interchange	Staff File	Calculated value based on Ethnicity and race
Highest Level of Education Completed	2	Staff Profile & Assignments Interchange	Staff File	
Institution Code of Degree	4	Staff Profile & Assignments Interchange	Staff File	
State Code of Degree	2	Staff Profile & Assignments Interchange	Staff File	
Subject Area of Degree 1	4	Staff Profile & Assignments Interchange	Staff File	
Subject Area of Degree 2	4	Staff Profile & Assignments Interchange	Staff File	
Subject Area of Degree 3	4	Staff Profile & Assignments Interchange	Staff File	



2025-2026 Snapshot – File Layout

Name of Field	Field Length	Source Interchange	Source File	Remarks
Years of Prior Pre/K-12 Teaching Experience	2	Staff Profile & Assignments Interchange	Staff File	
Years of Prior Pre/K-12 Education Experience	2	Staff Profile & Assignments Interchange	Staff File	
Years Principal at any school	2	Staff Profile & Assignments Interchange	Staff File	
Beginning (start) Date at School District	8	Staff Profile & Assignments Interchange	Staff File	MMDDYYYY Format
School Code	4	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Employment Status Code	2	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Number of Contract Days	3	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Hourly Rate of Pay	5	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Base Salary or Wage	6	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Funding Source	4	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Job Classification Code	3	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Hours Worked per Day	4	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Years Principal at this school	2	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Teaching Subject Area	4	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Administrator/Instructional Area	4	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Grade Level - Infant	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - PreK	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - K	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 1st	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0



2025-2026 Snapshot – File Layout

Name of Field	Field Length	Source Interchange	Source File	Remarks
Grade Level - 2nd	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 3rd	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 4th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 5th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 6th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 7th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 8th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 9th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 10th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 11th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Grade Level - 12th	1	Staff Profile & Assignments Interchange	Staff Assignment Association File	yes-1 or no-0
Demonstrates In-Field Status 1	2	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Number of Classes Taught in Subject	2	Staff Profile & Assignments Interchange	Staff Assignment Association File	
Active Colorado License Type	30	N/A	N/A	Referenced
FTE (Full Time Equivalency)	6	Staff Profile & Assignments Interchange	Staff Assignment Association File	Calculated field

Retired Data Fields/Codes

Data Fields Retired:

- Grant Project/Funding Source



2025-2026 Snapshot – File Layout

Internal Flag Descriptions:

Federal Race Staff

Federal Race/Ethnicity Reporting Category - the single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or his or her parent/guardian) or staff member.

Code	Description
01	American Indian or Alaska Native
02	Asian
03	Black or African American
04	Hispanic or Latino
05	White
06	Native Hawaiian or Other Pacific Islander
07	Two or More Races

Active Colorado License Type

The credential type found for the SSN in the CDE licensing database (COOL System). The license must be valid for the current school year to be included. Status of the license as of December 1st, must be reported.

FTE (Full Time Equivalency)

A calculated field based on the job class code, hours per day and contract days reported in the Staff Assignment data file. The FTE is calculated by snapshot record. Each job class code is first grouped into twenty-two job categories which are then used to calculate the mode hours and mode days for the district/BOCES. The mode hours and mode days for each of the job categories may be viewed in the COGNOS report “Mode Contract Days/Hours Per Day by Job Class Category” in the Human Resources data folder.

The calculation used is:

$$\frac{(Contract\ Days) \times (Hours\ per\ Day)}{(Mode\ Contract\ Days) \times (Mode\ Hours\ per\ Day)}$$



2025-2026 Snapshot – File Layout

Document Changes:

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
2025-2026	Field	Removed Grant Project Funding Source	Grant code no longer needed	Grant Project Funding Source
2025-2026	Field	Added Funding Source	Need to collect grant source type	Funding source