

# **ODE EMIS MANUAL**

## **Section 8.5: Staff Contact Record (CD)**



**Version 1.0**  
March 7, 2013

## REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description

## 8.5 STAFF CONTACT RECORD (CD)

### ***Required Reporting Periods***

The Staff Contact Record (CD) and the relevant elements are to be reported for the E-Transcript (E) and Student Record Exchange (X) collection requests.

### ***General Guidelines***

The Staff Contact data elements are reported for the E-Transcript (E) and Student Record Exchange (X) collection requests only. The data describes the current contact information for the staff as reported by the Local Education Agency (LEA). The elements appear in alphabetical order.

### ***☼ Email Address Element***

Record Field Number	CD080
Definition	The email address for the staff contact.

***Reporting Instructions.*** Report this element, if the information has been provided.

### ***☼ Employee ID Element***

Record Field Number	CD050
Definition	Unique code assigned to the staff member.

#### ***Valid Options***

Nine-character code

***Reporting Instructions.*** When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity. A value of “999999999” is not allowed in this element on this record type. The district can use the staff member’s credential ID, Z-ID, or a local value determined by the district as long as the same value is used for each staff member across all record types.

### ***☼ Telephone Extension Element***

Record Field Number	CD070
Definition	The extension assigned to the staff contact's telephone number.

***Reporting Instructions.*** Report the primary telephone extension number of the contact being reported, if applicable.

### ***☼ Telephone Number Element***

Record Field Number	CD060
Definition	The primary telephone number of the staff contact.

***Reporting Instructions.*** Report the primary telephone number of the contact, if the information has been provided. Area code should be included. Number may be reported with or without parentheses and hyphens.

***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported. For the Staff Contact Record, the following field must be unique.

<b>Required Fields</b>	<b>Number</b>
Employee ID	CD050

## 8.5 STAFF CONTACT RECORD (CD) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CD010	9-10	Sort Type	PIC X(2)
		Always "CD"	
	11	Filler	PIC X
CD020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CD030	16	Reporting Period	PIC X
		E - E Transcript X – Student Record Exchange	
CD040	17-22	LEA IRN	PIC X(6)
CD050	23-31	Employee ID	PIC X(9)
CD060	32-51	Telephone Number	PIC X(20)
CD070	52-57	Telephone Extension	PIC X(6)
CD080	58-117	Email Address	PIC X(60)