

EMIS Change 26-56

This change clarifies the reporting of the State Staff ID on the Staff Demographic (CI) Record for non-credentialed staff. The majority of staff should now have Educator State IDs. This updated guidance clarifies that districts can report non-credentialed staff with Z-IDs or Educator State IDs.

SECTION 3.3: STAFF DEMOGRAPHIC (CI) RECORD

State Staff ID Element

Record Field Number	CI270
Definition	A unique statewide ID used to match a staff member's data to EMIS data from previous collections and to the state certification and licensure database.

Valid Options

A 2 letter, 7 number string: XX9999999

Reporting Instructions. For staff who have ever been issued a license, certificate, or permit by the Department or the Ohio State Board of Education (SBOE), the number reported here should be the Educator State ID. For staff who have never been issued a credential by the Department or the SBOE, a Z-ID or Educator State ID ~~can~~**should** be reported.

Z-IDs are determined by the EMIS reporting entity and are district dependent. Z-IDs must meet the following criteria.

- The first character of the ID must be “Z”.
- The second, third, and fourth characters must match the State Staff ID Prefix for the reporting entity. These prefixes are assigned by the Department and are published on the Department's website (search for “Staff ID Prefix Listing”). The second position will be a letter; the third and fourth positions will be numbers.
- The final five characters are a number from 00001 to 99999 that the district will assign to a specific staff member. This number will remain unchanged for this staff member in this district, and cannot be re-used for another staff member if the original assignee leaves the EMIS reporting entity.

The Z-ID of a particular individual will change if they change employment from one district to another. A staff member with a Department- or SBOE-issued credential will provide their Educator Staff ID to the district or the district can look up the ID using the CORE Educator Profile application via the ~~Department's SBOE's~~ website. A staff member without a Department- or SBOE-issued credential may still have an SBOE-assigned Educator State ID. The IDs for these staff can also be found using the CORE Educator Profile application. For staff reported with ~~will have~~ a Z-ID assigned by the district, ~~and~~ this ID will not have relevance for any context outside of reporting EMIS data to the Department.

When a staff member is initially reported with a Z-ID and later receives ~~a Department~~ an SBOE-issued license, certificate, or permit ~~credential~~, the district should then begin reporting the staff member's Educator Staff ID. See EMIS Manual Section 3.8 Staff Missing Override (CP) Record to determine whether a CP Record is needed to remove the staff member from the district's Staff Missing list.