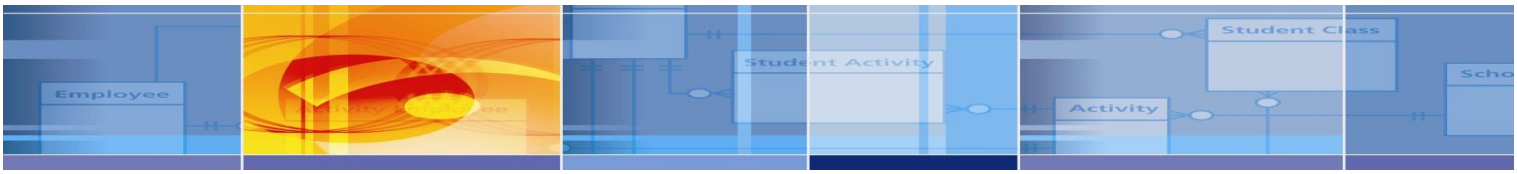

Report Name: WDE602 - WISE Fall School District Staff Member Collection

Collection Dates: 10/01 - 10/31

This document contains all the information needed to manage the data elements for the Fall WDE-602 report

A summary of the information in this document is as follows:

Data Elements
Business Rules
CSV format
Contact Info

Any updates to this document will be sent out to all districts as needed.

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This page explains the code values or keys that are used on the tabs in this document.

CODE KEYS on the Business Rules Tab:

Violation Severity	Description
F	Fatal Error
W	Warning
T	Truncate field

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WDE602 - WISE Fall School District Staff Member/Staff Employment File Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	WISEStaffID	7	Must conform to the rules for valid WISE Staff IDs.	The WDE 7-digit state assigned staff record identifier
2	StaffNamePrefix	0-8	Alpha and periods (can be blank)	An appellation used to denote rank, placement, or status i.e. Mr., Ms., Reverend, Sister, Dr., Colonel
3	StaffFirstName	1-25	Name characters	Staff member's first name
4	StaffMiddleName	0-25	Name characters (can be blank)	Staff member's middle name or initial
5	StaffLastName	1-25	Name characters	Staff member's last name
6	StaffNameSuffix	0-8	Alpha and periods (can be blank)	Generation indicator i.e. Sr., Jr., III or degrees earned i.e. Ph.D.
7	StaffFormerName	0-25	Name characters (can be blank)	Previous names this staff member may have used.
8	SeparationDate	0 or 8	YYYYMMDD (can be blank)	If a staff member is no longer employed by the district, a valid date during the current fiscal year (July 1 - October 1) must be entered. (NOTE: for multiple term employment in the same year, report the FIRST hire date, and either the LAST separation date if the staff member has separated from the district, or no separation date if staff member remains employed)
9	StaffDateOfBirth	8	YYYYMMDD	Staff member's date of birth
10	StaffGender	1	M, F	Staff member's gender
28	AsianRace	1	Y, N	Is this staff member of the Asian Race?
29	BlackRace	1	Y, N	Is this staff member of the Black Race?
30	IndianRace	1	Y, N	Is this staff member of the American Indian/Alaskan Native Race?
31	PacificIslanderRace	1	Y, N	Is this staff member of the Native Hawaiian or Pacific Islander Race?
32	WhiteRace	1	Y, N	Is this staff member of the White Race?
33	HispanicEthnicity	1	Y, N	Is this staff member of the Hispanic or Latino Ethnicity?
12	HireDate	0 or 8	YYYYMMDD (can be blank)	New staff member hire date. Only report a hire date for those staff members hired during the current fiscal year (July 1 - October 1). (NOTE: for multiple term employment in the same year, report the FIRST hire date, and either the LAST separation date if the staff member has separated from the district, or no separation date if staff member remains employed)
13	Degree	1	N, P, A, B, M, D	Highest level of degree earned by staff member N - None P - ParaHQ (Paraprofessional Highly Qualified without Associates Degree, No Child Left Behind - 1119 (c)) A - Associates B - Bachelors M - Masters D - Doctorate
14	LicenseType	0 or 3	Valid 3-letter assignment code representing the license type	The assignment code representing this license type. Refer to Appendix A of the Staffing Guidebook for the list of valid codes.
15	LicenseState	0 or 2	WY (Conditional)	State the license was issued
16	LicenseNumber	0-30	Valid license number (Conditional)	License number
18	LicenseExpirationDate	0 or 8	YYYYMMDD (Conditional)	Date License expires. Date cannot be prior to the collection submission date.
34	StaffEmail	50	valid email address (can be blank)	Staff member's email address
19	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit district ID for the staff member
20	BaseSchoolID	7	A valid 7-digit school or district ID	The school ID a staff member is assigned for the greatest amount of time. Only one ID allowed per district, per staff member; can also be the district ID.
21	RegularSalary	6,2	Numeric value with 1-6 numbers before the decimal and 2 numbers after the decimal.	This field is the contracted FTE salary for the FTE base assignments listed. If the person is on a salary schedule, this should be the actual placement salary (adjusted for FTEs not equal to 1.0 and for a staff member on multiple schedules)
22	ScheduleID	0-1	I, T (can be blank)	The ID for the salary schedule the teacher is on: I - Teacher T - Alternative
23	ColumnNumber	0-2	Numeric value 1 to max column number on salary schedule (Conditional)	If this staff member is on a salary schedule, the column number of their schedule placement.
24	RowNumber	0-2	Numeric value 1 to max row number on salary schedule (Conditional)	If this staff member is on a salary schedule, the row number of their schedule placement.
35	TotalExtraSalary	5,2	This field is the sum for all extra salary assignments. The amount of pay for extra duty which is above and beyond the regular salary contract. If the assignment has a percent of time or annual hours, it is considered part of the regular salary. If the percent of time and annual hours are zero (0), it is an extra salary. The assignment salary for all assignments with "E" in the RegularOrExtraSalary field will be totaled in this column.	Calculated field

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25	InsuranceOption	2	NA, EO, SC, ES, EC, FY	• NA - None: District employee doesn't participate in the district health insurance plan. • EO - Employee Only: When a district employee participates in the district's health insurance plan and does not have any eligible dependents or when both husband and wife work for the district and both participate in the district's health insurance plan and do not have any eligible dependents on the policy. • SC - Split Contract: When both the husband and wife work for the district and both participate in the district's health insurance plan and have eligible dependents on the policy. • ES - Employee Plus Spouse: When a district employee participates in the district's health insurance plan and has a spouse listed as a dependent on the health insurance policy. • EC - Employee Plus Child(ren): When a district employee participates in the district's health insurance plan and has a child(ren) listed as a dependent on the health insurance policy. • FY - Family: When a district employee participates in the district's health insurance plan and has a spouse and child(ren) listed as a dependent on the health insurance policy.
26	FTE	1,2	Sum of assignment FTE	Calculated field
27	TotalSalary	6,2	Sum of RegularSalary and TotalExtraSalary	Calculated field

WDE-602 Staff Assignment File Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
101	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit district ID for the staff member
102	WISEStaffID	7	Must conform to the rules for valid WISE Staff IDs.	The WDE 7-digit state assigned staff record identifier
116	StaffFirstName	0-25	Name characters (can be blank)	Staff member's first name (Note - This field is provided for ease of reporting. The official name for the staff member is stored within the Employment file. Any changes made to the staff member's first name MUST be made in the Employment file.)
117	StaffLastName	0-25	Name characters (can be blank)	Staff member's last name (Note - This field is provided for ease of reporting. The official name for the staff member is stored within the Employment file. Any changes made to the staff member's last name MUST be made in the Employment file.)
103	AssignmentCode	3	Valid 3-letter assignment code	The code for this assignment.
104	TeacherType	0 or 2	TR, NT (can be blank)	TR - Teacher of Record NT - Teacher Not of Record
105	SchoolID	7	A valid 7-digit school or district ID	The ID for this assignment. A 7-digit ID where the assignment occurs, if the staff member is assigned to multiple schools then there must be a separate assignment for each school ID.
106	LowestGradeServed	2	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	The lowest grade this staff member serves for this assignment.
107	HighestGradeServed	2	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	The highest grade this staff member serves for this assignment.
108	ContractDays	0-3	1 to 262	(Non-Classified Staff Only) The number of days the staff member is contracted to work in the school year. Typical teacher contracts have approximately 180 days. Administrative contracts often have more. Do not count weekends and holidays. Contracts should not exceed 262 days.
109	Time	3,2	Numeric value between 0.00 - 100.00 with 1-3 numbers before the decimal and 2 numbers after the decimal.	*(Non-Classified Staff Only)* The actual <u>percent of time</u> (portion of an FTE) staff member spends for this assignment.
110	AnnualHours	0-4	0-2096	*(Classified Staff Only)* The total number of annual hours a classified staff member spends for this assignment.
111	HolidayHours	0-3	0-175	*(Classified Staff Only)* The number of holiday hours this staff member receives for this assignment. If this staff member has annual hours, then the number of holiday hours must be specified.
118	FundingType	1	F (Federal Fund) S (State General Fund) O (Other Funds)	Is this assignment paid for with federal, state general funds or other funds?
119	RegularOrExtraSalary	1	R (Regular Salary) or E (Extra Salary)	Is this assignment paid for with the Base Contract Pay or Extra Salary
120	AssignmentSalary	6,2	Numeric value with 1-6 numbers before the decimal and 2 numbers after the decimal.	The amount of the regular salary or extra salary paid for this assignment.

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121	ExtraSalaryReason	2	NB, ON, RI, EA, SO, HA, LG, MY, DP, TE, UL, YH, AS, PF, XD, GC, and SW	NB - National Board Certified Teacher (NBCT) pay ON - Other National Certification pay (national board related pay for any employee type, excluding NBCT pay) RI - Rural Inconvenience (Isolation) Pay or Fuel Stipend EA - Equipment Allowance (Car, Phone, Tools, etc) SO - Sign On Bonus HA - Housing Allowance LG - Retention Bonus / Longevity Pay DP - Differential Pay (working condition related - e.g. overnight shift,hazard pay) TE - Education Incentive YH - Holiday / Year End Bonus PF - Performance Bonus XD - Extra Duty - NOT usable with the "Additional Pay" assignment code,rather, for use only with actual-duty assignments (all assignment codes other than the code for "Additional Pay"). GC - Moving Stipend SW - Sabbatical Pay
114	EmployeeClass	20	Derived employee class (based on assignment code and teacher type)	Calculated field
115	AssignmentFTE	1,2	Derived assignment FTE	Calculated field

WDE602 - WISE Spring School District Staff Experience File Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
201	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit district ID for the staff member
202	WISEStaffID	7	Must conform to the rules for valid WISE Staff IDs.	The WDE 7-digit state assigned staff record identifier
211	StaffFirstName	1-25	Name characters (can be blank)	Staff member's first name (Note - This field is provided for ease of reporting. The official name for the staff member is stored within the Employment file. Any changes made to the staff member's first name MUST be made in the Employment file.)
212	StaffLastName	1-25	Name characters (can be blank)	Staff member's last name (Note - This field is provided for ease of reporting. The official name for the staff member is stored within the Employment file. Any changes made to the staff member's last name MUST be made in the Employment file.)
203	ExperienceGroupCode	3	Valid 3-letter experience group code	The code where the assignment's experience accumulates
204	DistrictExperience	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years prior to start of the current school year of experience in the district where they are currently employed.
205	OtherWYDistrictExperience	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years prior to start of the current school year of experience in any other Wyoming public school district
206	WYInstitutionalExperience	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years prior to start of the current school year of experience at a Wyoming private school, K-12 educational institution, or post-secondary educational institution that is accredited by an agency recognized by the United States Department of Education.
207	OutofStatePublicSchoolExperience	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years prior to start of the current school year of experience in an accredited K-12 public school outside of Wyoming
208	OutofStateInstitutionalExperience	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years prior to start of the current school year of experience at a private school, K-12 educational institution, or post-secondary educational institution outside of Wyoming that is accredited by an agency recognized by the United States Department of Education
209	WYNonPublicSchoolProfessional	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years prior to start of the current school year of licensed experience at Wyoming non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for staff members that are required to have a state license to perform their job.
210	OutofStateNonPublicSchoolProfessional	2,2	Numeric value between 0.00 - 59.99 with 1-3 numbers before the decimal and 2 numbers after the decimal.	The number of FTE years prior to start of the current school year of licensed experience outside of Wyoming at a non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for staff members that are required to have a state license to perform their job.

WDE602 - WISE Spring School District Certified Staff Education File Data Elements

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Field #	Field Name	Length	Valid Values / Format Notes	Definitions
301	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit district ID for the staff member
302	WISEStaffID	7	Must conform to the rules for valid WISE Staff IDs.	The WDE 7-digit state assigned staff record identifier
303	StaffFirstName	1-25	Name characters (can be blank)	Staff member's first name (Note - This field is provided for ease of reporting. The official name for the staff member is stored within the Employment file. Any changes made to the staff member's first name MUST be made in the Employment file.)
304	StaffLastName	1-25	Name characters (can be blank)	Staff member's last name (Note - This field is provided for ease of reporting. The official name for the staff member is stored within the Employment file. Any changes made to the staff member's last name MUST be made in the Employment file.)
305	BachelorDegreeInstitution1	6-8	Alphanumeric (can be blank)	Staff member's granting institution of bachelor degree. Must be valid OPEID code. If an OPEID code is not listed put N/A
352	BachelorDegreeInstitution2	6-8	Alphanumeric (can be blank)	Staff member's granting institution of bachelor degree. Must be valid OPEID code. If an OPEID code is not listed put N/A
~~**306**~~	~~PreparationProgramInstitution~~	~~6-8~~	~~Alphanumeric (can be blank)~~	~~Staff member's preparation program institution (institution staff member received teaching certificate). Must be a valid OPEID code. If an OPEID code is not listed put N/A~~
307	BachelorDegreeMajor1	7	2 digits followed by a period followed by 4 digits (can be blank)	Bachelor major. List of valid CIPCodes. Codes can be found on https://www.k12.wy.us/wise/
308	BachelorDegreeMajor2	7	2 digits followed by a period followed by 4 digits (can be blank)	Bachelor major. List of valid CIPCodes. Codes can be found on https://www.k12.wy.us/wise/
309	BachelorDegreeMinor1	7	2 digits followed by a period followed by 4 digits (can be blank)	Bachelor minor. List of CIPCodes. Codes can be found on https://www.k12.wy.us/wise/
310	BachelorDegreeMinor2	7	2 digits followed by a period followed by 4 digits (can be blank)	Bachelor minor. List of CIPCodes. Codes can be found on https://www.k12.wy.us/wise/
311	BachelorDegree1CumulativeGPA	1,3	Numeric value between 0.000 - 4.000 with 1 number before the decimal and 3 numbers after the decimal (can be blank)	Most recent bachelor degree grade point average. If transcripts do not list a GPA enter 0.000
353	BachelorDegree2CumulativeGPA	1,3	Numeric value between 0.000 - 4.000 with 1 number before the decimal and 3 numbers after the decimal (can be blank)	Most recent bachelor degree grade point average. If transcripts do not list a GPA enter 0.000
354	BachelorDegree1MajorGPA	1,3	Numeric value between 0.000 - 4.000 with 1 number before the decimal and 3 numbers after the decimal (can be blank)	Most recent bachelor degree grade point average. If transcripts do not list a GPA enter 0.000
355	BachelorDegree2MajorGPA	1,3	Numeric value between 0.000 - 4.000 with 1 number before the decimal and 3 numbers after the decimal (can be blank)	Most recent bachelor degree grade point average. If transcripts do not list a GPA enter 0.000
312	BachelorDegreeYear	4	YYYY (can be blank)	Most recent year Bachelor degree was conferred
313	MasterDegreeInstitution1	6-8	Alphanumeric (can be blank)	Staff member's granting institution of Master degree. Must be a valid OPEID code. If an OPEID code is not listed put N/A
314	MasterDegreeMajor1	7	2 digits followed by a period followed by 4 digits (can be blank)	Master major. List of valid CIPCodes. Codes can be found on https://www.k12.wy.us/wise/
315	MasterDegreeGPA1	0 or 1,3	Numeric value between 0.000 - 4.000 with 1 number before the decimal and 3 numbers after the decimal (can be blank)	Master degree grade point average. If transcripts do not list a GPA enter 0.000
316	MasterDegreeYear1	0 or 4	YYYY (can be blank)	Year Master degree was conferred
317	MasterDegreeInstitution2	6-8	Alphanumeric (can be blank)	Staff member's granting institution of Master degree. Must be a valid OPEID code. If an OPEID code is not listed put N/A
318	MasterDegreeMajor2	7	2 digits followed by a period followed by 4 digits (can be blank)	Master major. List of valid CIPCodes. Codes can be found on https://www.k12.wy.us/wise/
319	MasterDegreeGPA2	0 or 1,3	Numeric value between 0.000 - 4.000 with 1 number before the decimal and 3 numbers after the decimal (can be blank)	Master degree grade point average. If transcripts do not list a GPA enter 0.000
320	MasterDegreeYear2	0 or 4	YYYY (can be blank)	Year second Master degree was conferred
321	DoctorateDegreeInstitution	6-8	Alphanumeric (can be blank)	Staff member's granting institution of Doctorate degree. Must be a valid OPEID code. If an OPEID code is not listed put N/A
322	DoctorateDegreeMajor	7	2 digits followed by a period followed by 4 digits (can be blank)	Doctorate Major. List of valid CIPCodes. Codes can be found on https://www.k12.wy.us/wise/
323	DoctorateDegreeYear	0 or 4	YYYY (can be blank)	Year Doctorate degree was conferred
324	PraxisIITest1ContentAreaCode	4	numeric value between 11 and 6000 (can be null)	Praxis II test content area. List of valid course codes.
325	PraxisIITest1Score	3	numeric value between 0 and 999 (can be null)	Staff member's PraxisII score
326	PraxisIITest1Results	2	P,F (can be null)	Was the test passed or failed. P = passed, F = failed
328	PraxisIITest1StateAdministered	20	Name characters (can be blank)	State where PraxisII Test 1 was administered

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330	PraxisIITest1YearAdministered	4	numeric value, YYYY (can be null)	Year PraxisII test administered
331	PraxisIITest2ContentAreaCode	4	numeric value between 11 and 6000 (can be null)	Praxis II test content area. List of valid course codes.
332	PraxisIITest2Score	3	numeric value between 0 and 999 (can be null)	Staff member's PraxisII score
333	PraxisIITest2Results	2	P,F (can be null)	Was the test passed or failed. P = passed, F = failed
335	PraxisIITest2StateAdministered	20	Name characters (can be blank)	State where PraxisII Test 2 was administered
337	PraxisIITest2YearAdministered	4	numeric value, YYYY (can be null)	Year PraxisII test administered
338	PraxisIITest3ContentAreaCode	4	numeric value between 11 and 6000 (can be null)	Praxis II test content area. List of valid course codes.
339	PraxisIITest3Score	3	numeric value between 0 and 999 (can be null)	Staff member's PraxisII score
340	PraxisIITest3Results	2	P,F (can be null)	Was the test passed or failed. P = passed, F = failed
342	PraxisIITest3StateAdministered	20	Name characters (can be blank)	State where PraxisII Test 3 was administered
344	PraxisIITest3YearAdministered	4	numeric value, YYYY (can be null)	Year PraxisII test administered
345	PraxisIITest4ContentAreaCode	4	numeric value between 11 and 6000 (can be null)	Praxis II test content area. List of valid course codes.
346	PraxisIITest4Score	3	numeric value between 0 and 999 (can be null)	Staff member's PraxisII score
347	PraxisIITest4Results	2	P,F (can be null)	Was the test passed or failed. P = passed, F = failed
349	PraxisTest4StateAdministered	20	Name characters (can be blank)	State where PraxisII Test 4 was administered
351	PraxisIITest4YearAdministered	4	numeric value, YYYY (can be null)	Year PraxisII test administered

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WDE602 - Employment, Experience, Assignment, and Education Business Rules

SRM Rule #	File	Data Element Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4000	Employment	1, 3, 5, 9-10, 13, 19-21, 25, 28-33	F	All Staff Member fields are required except 2, 4, 6-8, 12, 14-18, 22-24 ,34-35.	The staff member record is missing the field *StaffDateOfBirth* .	Missing a required Staff Member field
R4001	Assignment	101-103, 105-107, 118, 119	F	All Staff Assignment fields are required except 104, 108-111, 116, and 117.	The staff assignment record is missing the field *WISEStaffID* .	Missing a required Staff Assignment field
R4002	Experience	201-210	F	All Staff Experience fields are required except 211 and 212.	The staff experience record is missing the field *ExperienceGroupCode* .	Missing a required Staff Experience field
R4003	Employment	1, 8-25, 28-34	F	The field cannot exceed its *length* attribute.	The *WISEStaffID* field exceeds its maximum allowable length of 7 character(s).	Field exceeds its maximum length
R4004	Employment	2-7	W, T	The field cannot exceed its *length* attribute and will be truncated.	The *StaffFirstName* field exceeds its maximum allowable length of *25* character(s). This field will be truncated.	Field is too long and will be truncated
R4005	Employment	1, 8	F	SeparationDate is required if the staff member has no assignments and experience records.	SeparationDate is required if the staff member has no assignments and experience records.	Missing SeparationDate
R4007	Experience	201-210	F	The field cannot exceed its length attribute.	The *WISEStaffID* field exceeds its maximum allowable length of 7 character(s).	Field exceeds its maximum length
R4008	Employment	22-24	F	If the staff member is on a salary schedule, then the ScheduleID, RowNumber, and ColumnNumber must all be provided.	Partial salary schedule information has been provided. If the staff member is on a salary schedule, ScheduleID, ColumnNumber, and RowNumber are all required.	Incomplete salary schedule information
R4009	Employment	14-18	F	If the staff member is licensed, then LicenseNumber, LicenseType, LicenseState and LicenseExpirationDate must all be provided.	Partial license information has been provided. If the staff member's license information is being reported, then License Number, LicenseType, LicenseState and LicenseExpirationDate are all required.	Incomplete license information
R4010	Employment	1, 8	F	If SeparationDate provided is in the prior fiscal year, the staff member can have no assignments or experience records.	The staff member has a separation date in the prior fiscal year, but there are either assignments or experience records for the staff member. Assignments and experience records should not be submitted for staff members who are no longer employed.	Assignments or experience records exist for staff member who is no longer employed
R4100	Employment	1	F	Verify the WISE Staff ID against valid IDs maintained by WDE.	The WISE Staff ID is not a valid active or retired WISE Staff ID. Verify that the staff member's WISE Staff ID is the value assigned by WDE rather than a local ID.	WISE Staff ID is not valid
~~R4102~~	~~Experience~~	~~202~~	~~F~~	~~Verify the WISE Staff ID against valid IDs maintained by WDE.~~	~~The WISE Staff ID is not a valid active or retired WISE Staff ID. Verify that the staff member's WISE Staff ID is the value assigned by WDE rather than a local ID.~~	~~WISE Staff ID is not valid~~
R4103	Employment	1	F	Verify the WISE Staff ID is not in the list of retired Staff IDs maintained by WDE.	The WISE Staff ID is not an active WISE Staff ID	WISE Staff ID is retired
~~R4105~~	~~Experience~~	~~202~~	~~F~~	~~Verify the WISE Staff ID is not in the list of retired Staff IDs maintained by WDE.~~	~~The WISE Staff ID is not an active WISE Staff ID~~	~~WISE Staff ID is retired~~
R4107	Education	302, 303, 304	W	WISE StaffID, StaffFirstName, and StaffLastName must match the ID list maintained by WDE. Name comparisons are case insensitive and ignore the characters space, hypen, apostrophe, and period.	The combination of WISEStaffID, StaffFirstName, and StaffLastName (or StaffFormerName) does not match the information stored in SRS. The SRS record is (ID=3857857, Name=Mark L. Wells, BirthDate=7/23/1999).	StaffFirstName and StaffLastName do not match WISEStaff ID.
R4108	Assignment	102, 116, 117	W	WISE StaffID, StaffFirstName, and StaffLastName must match the ID list maintained by WDE. Name comparisons are case insensitive and ignore the characters space, hypen, apostrophe, and period.	The combination of WISEStaffID, StaffFirstName, and StaffLastName (or StaffFormerName) does not match the information stored in SRS. The SRS record is (ID=3857857, Name=Mark L. Wells, BirthDate=7/23/1999).	StaffFirstName and StaffLastName do not match WISEStaff ID.
R4109	Experience	201, 211, 212	W	WISE StaffID, StaffFirstName, and StaffLastName must match the ID list maintained by WDE. Name comparisons are case insensitive and ignore the characters space, hypen, apostrophe, and period.	The combination of WISEStaffID, StaffFirstName and StaffLastName does not match the list maitained by WDE.The record for the Staff ID is *(ID=3857857, Name=Mark L. Wells, BirthDate=7/23/1999).*	StaffFirstName and StaffLastName do not match WISEStaff ID.

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WDE602 - Employment, Experience, Assignment, and Education Business Rules

SRM Rule #	File	Data Element Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4200	Employment	10	F	Code value must be either M or F (does not accept U).	StaffGender must be one of M or F.	StaffGender is not valid
R4201	Employment	34	W	Email address should be valid	Invalid email address	Invalid email address
R4202	Employment	13	F	Code value must be N, P, A, B, M, or D.	Degree must be one of N, P, A, B, M, or D.	Degree is not valid
R4203	Employment	14	F	Verify the LicenseType against valid license types maintained by WDE.	LicenseType does not match any of the known license types.	LicenseType is not valid
R4204	Employment	15	F	LicenseState must be WY	License must be issued in the State of Wyoming	LicenseState is not WY
R4205	Employment	22	F	If the staff member is on a salary schedule, then the ScheduleID reported for the staff member must have a match in the schedules submitted by the district	This district did not submit a salary schedule that matches the staff member's ScheduleID.	ScheduleID does not refer to a valid salary schedule
R4206	Employment	22, 23	F	If the staff member is on a salary schedule, then the ColumnNumber reported for the staff member must exist in the schedule submitted by the district	ColumnNumber must be a whole number between 1 and *<max column number>* (inclusive).	ColumnNumber is not valid for the this ScheduleID
R4207	Employment	22, 23, 24	F	If the staff member is on a salary schedule, then the RowNumber reported for the staff member must exist in the schedule submitted by the district under the reported ColumnNumber	RowNumber must be a whole number between 1 and *<max row number>* (inclusive).	RowNumber is not valid for this ScheduleID and ColumnNumber
R4208	Employment	25	F	Code value must be NA, EO, SC, ES, EC or FY	InsuranceOption must one of NA, EO, SC, ES, EC or FY.	InsuranceOption is not valid
R4209	Employment	27	W	Value must be between $7,000 and $210,000	Calculated TotalSalary should be between $7,000 and $210,000.	Calculated TotalSalary is not valid
R4211	Employment	21, 26	F	RegularSalary must have a value greater than zero when the calculated FTE is greater than zero.	The staff member's calculated FTE is greater than 0, therefore RegularSalary must be greater than 0.	RegularSalary must be greater than 0
R4212	Employment	21, 26	F	If calculated FTE is zero, RegularSalary must be zero.	The staff member's calculated FTE is 0, therefore RegularSalary must be 0.	RegularSalary must be 0
R4213	Assignment	103, 104	F	TeacherType must be one of the teacher types allowed for AssignmentCode.	The TeacherType is not valid for the AssignmentCode.	TeacherType is not valid for AssignmentCode
R4214	Assignment	106, 107	F	Code Value must be PK, KG, 01 through 12 (does not accept UN). Right-justified and zero-filled.	*LowestGradeServed* must be one of PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, or 12	Grade served is not valid
R4215	Assignment	106, 107	F	HighestGradeServed must be the same or higher than LowestGradeServed	HighestGradeServed must be the same or higher than LowestGradeServed	HighestGradeServed is lower than LowestGradeServed
R4216	Assignment	103, 104, 106, 107	F	Grade served for the staff assignment must be within the range of valid grades for the combination of assignment code and teacher type.	LowestGradeServed and HighestGradeServed must be within the range of valid grades for AssignmentCode and TeacherType.	Grade served is outside valid range for AssignmentCode and TeacherType
R4217	Assignment	103, 109, 110, 119, 120	F	If the AssignmentCode is EPY (salary adjustment), Time and Annual Hours must be zero and AssignmentSalary must be greater than zero and the RegularOrExtraSalary should be "E".	The EPY (salary adjustment) assignment has Time or AnnualHours greater than zero and AssignmentSalary equal to zero. To use the EPY assignment code, Time and AnnualHours must be zero and AssignmentSalary must be greater than zero and the RegularOrExtraSalary field must have the value E.	EPY AssignmentCode is incorrectly used
R4218	Assignment	108, 109	F	Contract days must be entered for staff assignments that have a percent of time greater than zero and must be less than or equal to 261.	If Time is greater than 0, then ContractDays must be between 1 and 261 (inclusive).	ContractDays is not valid
R4219	Assignment	109	F	Time must be between 0.00 and 100.00 (inclusive).	Time must be between 0.00 and 100.00 (inclusive).	Time is not valid
R4220	Assignment	110	F	AnnualHours must be between 0 and 2096 (inclusive).	AnnualHours must be between 0 and 2096 (inclusive).	AnnualHours is not valid
R4221	Assignment	111	F	HolidayHours must be between 0 and 175 (inclusive).	HolidayHours must be between 0 and 175 (inclusive).	HolidayHours is not valid
R4222	Assignment	108, 109, 110, 111, 119, 120	F	When RegularOrExtraSalary = "E", AssignmentSalary must be greater than 0, and Time, ContractDays, AnnualHours, and HolidayHours must all be blank	For Extra Salary assignments (RegularOrExtraSalary = "E"), AssignmentSalary must be greater than 0, and Time, ContractDays, AnnualHours, and HolidayHours must all be blank	Invalid extra salary record.
R4225	Experience	203	F	Verify the ExperienceGroupCode against valid codes maintained by WDE.	ExperienceGroupCode does not match any of the known experience group codes.	ExperienceGroupCode is not valid
R4227	Assignment	109, 114	F	If EmployeeClass is Classified, Time must be zero.	Time must be zero for Classified assignments.	Time must be zero for Classified assignments.

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WDE602 - Employment, Experience, Assignment, and Education Business Rules

SRM Rule #	File	Data Element Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4228	Assignment	110, 111, 114, 119	F	AnnualHours and Holiday Hours must be blank when EmployeeClass is "Other"	AnnualHours and Holiday Hours must be blank for Regular Salary assignments with EmployeeClass is"Other"	AnnualHours and Holiday Hours are not valid
R4232	Assignment	103	F	Verify the AssignmentCode against valid codes maintained by WDE.	AssignmentCode does not match any of the known assignment codes.	AssignmentCode is not valid
R4233	Assignment	108, 114	F	If EmployeeClass is Classified, ContractDays must be blank or zero.	ContractDays must be blank or zero for Classified assignments.	ContractDays must be blank or zero for Classified assignments
R4234	Assignment	104	F	TeacherType does not match any of the known teacher types.	TeacherType does not match any of the known teacher types.	TeacherType is not valid
R4235	Employment	28	F	Code value must be Y or N.	*AsianRace* must be one of Y or N.	AsianRace is not valid
R4236	Employment	29	F	Code value must be Y or N.	*BlackRace* must be one of Y or N.	BlackRace is not valid
R4237	Employment	30	F	Code value must be Y or N.	*IndianRace* must be one of Y or N.	IndianRace is not valid
R4238	Employment	31	F	Code value must be Y or N.	*PacificIslanderRace* must be one of Y or N.	PacificIslanderRace is not valid
R4239	Employment	32	F	Code value must be Y or N.	*WhiteRace* must be one of Y or N.	WhiteRace is not valid
R4240	Employment	33	F	Code value must be Y or N.	*HispanicEthnicity* must be one of Y or N.	HispanicEthnicity is not valid
R4241	Assignment	109, 110, 119, 120	F	If the RegularOrExtraSalary is "R" then Time, Annual Hours and Assignment Salary cannot all be zero	A non-zero value must be provided for at least one of Time, AnnualHours, and AssignmentSalary.	Time, AnnualHours, and AssignmentSalary are all zero
R4243	Assignment	109, 110, 119, 120	F	If the RegularOrExtraSalary is "R", then either non-zero Time and Contract days must be specified or a non-zero AnnualHours must be specified. Note that HolidayHours can be zero.	A non-zero value must be provided for at least one of Time and Contract Days or AnnualHours for the educator with RegularOrExtraSalary "R".	Time and ContractDays are both zero or AnnualHours is zero
R4301	Employment	20	F	Verify BaseSchoolID against list of valid schools.	The staff member's BaseSchoolID does not match any of the known school IDs.	BaseSchoolID is not valid
R4302	Employment	19, 20	F	BaseSchoolID must be in this District.	BaseSchoolID is a recognized school, but it is not in the district.	The school is not in the district
R4304	Assignment	105	F	Verify SchoolID against list of valid schools.	The staff assignment's SchoolID does not match any of the known school IDs.	SchoolID is not valid
R4305	Assignment	101, 105	F	SchoolID must be in this District.	SchoolID is a recognized school, but it is not in the district.	The school is not in the district
R4308	Assignment	103, 105	F	If SchoolID is a district ID, then the OrganizationLevel must be D or B for this AssignmentCode.	The SchoolID cannot be a district ID for staff assignments with this AssignmentCode.	SchoolID cannot be a district ID
R4309	Employment	28, 29, 30, 31, 32	F	At least one race must be Y.	At least one of the fields AsianRace, BlackRace, IndianRace, PacificIslanderRace, and WhiteRace must have the value Y.	At least one race must be Y.
R4310	Employment	1, 9, 10	F	WISE Staff ID, StaffDateOfBirth, and StaffGender must match the ID list maintained by WDE.	The combination of WISE Staff ID, StaffDateOfBirth, and StaffGender does not match the list maitained by WDE. *The record for this ID (ID=3857857, Name=Mark L. Wells, BirthDate=7/23/1999, Gender=M).*	StaffDateOfBirth or Staff Gender does not match WISE Staff ID.
R4311	Employment	1, 3 , 5, 7	W	The combination of WISEStaffID, StaffFirstName, and StaffLastName or the combination WISEStaffID, StaffFirstName, StaffFormerName must match the ID list maintained by WDE. Name comparisons are case insensitive and ignore the characters space, hypen, apostrophe, and period.	The combination of WISEStaffID, StaffFirstName and StaffLastName (or StaffFormerName) does not match the information stored in SRS. The SRS record is *(ID=3857857, Name=Mark L. Wells, BirthDate=7/23/1999).*	StaffFirstName and StaffLastName do not match WISEStaffID.
R4400	Employment	3-5, 7	F	Staff member names may contain only alpha, spaces, hyphens, periods, and apostrophes. All other special characters are rejected.	There is an invalid character in the staff member's name. Valid values are alphabetic characters, spaces, hyphens, periods, and apostrophes.	Invalid character in staff member's name
R4401	Employment	2, 6	F	Staff member's name prefix and suffix may be alpha and periods. All other special characters are rejected.	There is an invalid character in *StaffNamePrefix* . Valid values are alphabetic characters and periods.	Invalid character in staff member's name prefix or suffix
R4402	Employment	23, 24	F	Value must be numeric	*ColumnNumber* is not a numeric value	Value is not a valid number
R4403	Employment	8, 9, 12, 18	F	The date must match the YYYYMMDD format and be a valid date. For example: 19953002 is not valid. There was no February 30th, 1995.	*SeparationDate* is invalid. A date must be in YYYYMMDD format and be a valid date.	Date is not valid
R4404	Employment	21	F	Value must be a decimal number that conforms to the format specified for the data element.	RegularSalary is not a valid numeric value. The value must be a decimal number containing 1-6 digits before the decimal point and 2 digits after the decimal point.	RegularSalary is not valid
R4405	Assignment	108, 110, 111	F	Value must be numeric	*AnnualHours* is not a numeric value	Value is not a valid number

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WDE602 - Employment, Experience, Assignment, and Education Business Rules

SRM Rule #	File	Data Element Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4406	Assignment	109	F	Value must be a decimal number that conforms to the format specified for the data element.	Time is not a valid numeric value. The value must be a decimal number containing 1-3 digits before the decimal point and 2 digits after the decimal point.	Time is not valid
R4408	Experience	204-210	F	Value must be a decimal number that conforms to the format specified for the data element.	*DistrictExperience* is not a numeric value. The value must be a decimal number containing 1-2 digits before the decimal point and 2 digits after the decimal point.	Value is not a valid number
R4409	Employment	5	F	Staff member's last name may not contain any of the common name suffixes: Jr., Sr., II, III, or IV.	The staff member's last name contains one of the common name suffixes: Jr., Sr., II, III, or IV. Please use the StaffNameSuffix field to report this information.	Name suffix included with StaffLastName
R4410	Assignment	120	F	Value must be a decimal number that conforms to the format specified for the data element.	AssignmentSalary is not a valid numeric value. The value must be a decimal number containing 1-6 digits before the decimal point and 2 digits after the decimal point.	AssignmentSalary is not valid
R4500	Employment	n/a	F	Each school must report at least one staff member.	There are no Staff Employment records for school *1401001* . Please verify that this school is open.	No staff members reported for school
R4501	Assignment	n/a	F	Each school must report at least one staff assignment for a Principal.	School *1401001* does not have a staff member with a Principal assignment.	No Principal reported for school
R4502	Assignment	105, 107	W	Each school must report at least one staff assignment for a Teacher.	School *1401001* does not have a staff member with a Teacher assignment.	No Teacher reported for school
R4600	Employment	19	F	District ID of the staff member must match District of the logged in user.	The field DistrictID does not match the district number of the current user.	Invalid DistrictID
R4601	Assignment	101	F	District ID of the staff assignment must match District of the logged in user.	The field DistrictID does not match the district number of the current user.	Invalid DistrictID
R4602	Experience	201	F	District ID of the staff experience record must match District of the logged in user.	The field DistrictID does not match the district number of the current user.	Invalid DistrictID
~~R4700~~	~~Employment~~	~~9~~	~~W~~	~~The staff member's age, based on date of birth, should be between 16 and 72.~~	~~The staff member's age, based on date of birth, should be between 16 and 72.~~	~~The age of the staff member falls outside the expected bounds.~~
R4701	Employment	21, 22	W	If ScheduleID is blank, then TotalRegularSalary should be at least $7,000 times FTE.	For staff members not on a salary schedule (ScheduleID is blank), then TotalRegularSalary is typically at least $7,000 times FTE.	TotalRegularSalary is unusually low
R4702	Employment	21, 22	W	For staff members on a salary schedule, verify the staff member's regular salary against the minimum salary on the designated schedule.	If the staff member's calculated FTE is greater than or equal to 1.0, then RegularSalary must be greater than or equal to the minimum salary on the salary schedule for the staff member.	RegularSalary falls below minimum
R4703	Employment	21, 22	W	For staff members on a salary schedule, verify the staff member's regular salary against the maximum salary on the designated schedule	If the staff member's calculated FTE is less than or equal to 1.0, then RegularSalary must be less than or equal to the maximum salary on the salary schedule for the staff member.	RegularSalary exceeds maximum
R4704	Employment	21, 23, 24	W	For staff members on a salary schedule, verify the staff member's Regular salary against the salary at the specified row and column number of the designated schedule.	The staff member's RegularSalary should match the salary at row *3* and column *5* of schedule *I* . For comparison purposes, the salary values are multiplied by the calculated FTE.	RegularSalary does not match salary schedule
R4705	Employment	20	F	The staff member does not have an assignment at the base school. For example, the base school is the district but all assignments are at the high school. Note: This applies to active staff members only.	The staff member should have an assignment at the base school.	No assignment for staff member at base school
R4708	Assignment	106, 107	F	LowestGradeServed must be served by the school.	The LowestGradeServed for the staff assignment is not taught in the school.	LowestGradeServed not taught in school
R4709	Assignment	105, 107	F	HighestGradeServed must be served by the school.	The HighestGradeServed for the staff assignment is not taught in the school.	HighestGradeServed not taught in school

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WDE602 - Employment, Experience, Assignment, and Education Business Rules

SRM Rule #	File	Data Element Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4710	Assignment	102	F	There must be an Employment record for the staff member referenced in a Staff Assignment record.	There is no Employment record for the staff member referenced in this Staff Assignment record.	Missing Employment Record
R4711	Experience	202	F	There must be an Employment record for the staff member referenced in a Staff Experience record.	There is no Employment record for the staff member referenced in this Staff Experience record.	Missing Employment Record
R4712	Experience	202, 203	F	The staff member must have a Staff Assignment record with calculated AssignmentFTE greater than zero (i.e., Time or AnnualHours greater than zero) and an Assignment and TeacherType that is valid for this ExperienceGroupCode.	There must be at least one Staff Assignment record corresponding to this Staff Experience record. The Staff Assignment must have an AssignmentCode and TeacherType combination that is valid for the ExperienceGroupCode. The Staff Assignment record must also have a calculated AssignmentFTE greater than zero (i.e., Time or AnnualHours must be greater than zero).	Staff experience record does not have a corresponding staff assignment record
R4713	Assignment	102, 103, 104, 115	F	If the calculated AssignmentFTE is greater than zero (i.e., Time or AnnualHours is greater than zero), the staff member must have a Staff Experience record with an ExperienceGroupCode that is valid for this Assignment and TeacherType.	There must be at least one Staff Experience record corresponding to this Staff Assignment record because the assignment has a calculated AssignmentFTE greater than zero (i.e., Time or AnnualHours is greater than zero). The Staff Experience record must have an ExperienceGroupCode that is valid for this AssignmentCode and TeacherType combination.	Staff assignment record does not have a corresponding staff experience record
R4714	Assignment	102, 103, 104, 115	F	Report a violation if all of these are true: 1. AssignmentFTE on the current record is zero 2. There exists an Experience record with the same ExperienceGroupCode as the ExperienceGroupCode that is associated with the Assignment and TeacherType on the current record 3. There does not exist another Assignnment with AssignmentFTE > 0 and the same ExperienceGroupCode as the current record	The calculated AssignmentFTE is zero because Time and AnnualHours are zero. No staff experience records should be reported for this assignment.	Experience should not be reported for the staff assignment
R4715	Employment	21	F	For all Assignment records with this WiseStaffID and RegularOfExtraSalary of R, sum the field RegularSalary. That sum must equal the RegularSalary on this Employment record.	RegularSalary is not equal to the sum of all the FTE assignment salaries	RegularSalary not valid
R4800	Employment	1, 16	F	The WISE Staff ID must be unique for all staff members in the district unless the staff member is being reported with a different license number.	There are duplicate staff members in this district. There are multiple Staff Member records that have the same WISEStaffID and LicenseNumber.	Duplicate staff members
R4801	Experience	202, 203	F	The staff member cannot have multiple Staff Experience records with the same ExperienceGroupCode.	There are duplicate Staff Experience records for the staff member. There are multiple Staff Experience records that have the same WiseStaffID and ExperienceGroupCode.	Duplicate staff experience records
R4802	Assignment	102, 103, 109	F	The staff member cannot have multiple Staff Assignment records with the same SchoolID, AssignmentCode, FundingType and AnnualHours greater than zero	There are duplicate Staff Assignment records for the staff member in the same school. There are multiple Staff Assignment records that have the same WiseStaffID, SchoolID and AssignmentCode, FundingType and have values for AnnualHours that are greater than zero.	Duplicate staff assignment records with annual hours
R4803	Assignment	102, 103, 104, 105, 106, 107, 109, 118, 119	F	The staff member cannot have multiple Staff Assignment records with the same SchoolID, AssignmentCode, TeacherType, LowestGradeServed, HighestGradeServed, FundingType, RegularOrExtraSalary and Time greater than zero	There are duplicate Staff Assignment records for the staff member in the same school. There are multiple Staff Assignment records that have the same WiseStaffID, SchoolID, AssignmentCode, TeacherType, LowestGradeServed, and HighestGradeServed, and have values for Time that are greater than zero.	Duplicate staff assignment records with time

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WDE602 - Employment, Experience, Assignment, and Education Business Rules

SRM Rule #	File	Data Element Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R4804	Assignment	103, 104, 105, 118, 120	F	The staff member cannot have multiple Staff Assignment records with the same SchoolID, AssignmentCode, TeacherType, FundingType and AssignmentSalary greater than zero for extra Salary Assignments (RegularOrExtraSalary is "E")	There are duplicate Extra Salary Staff Assignment records for the staff member in the same school. There are multiple Staff Assignment records that have the same WiseStaffID, SchoolID, AssignmentCode and TeacherType, FundingType and have values for AssignmentSalary that are greater than zero.	Duplicate staff assignment records with extra salary
R4805	Employment	1-13, 19-25	F	If there are multiple Staff Employment records for the same staff member with different license information, all other fields in the employment records must be the same.	Multiple Staff Employment records may be submitted for a staff member if the staff member has multiple licenses. However, the Staff Employment records may only differ in the fields related to the staff member's license: LicenseType, LicenseState, LicenseNumber, LicenseIssueDate, and LicenseExpirationDate. All other values in the Staff Employment records must be the same.	Inconsistent definition for a staff member with multiple staff employment records.
R4806	Education	301, 302	F	The staff member cannot have multiple Staff Education records with the same DistrictID and WISE Staff ID	There are duplicate Staff Education records for the staff member in the district. There are multiple Staff Education records that have the same WISEStaffID and DistrictID.	Duplicate Staff Education records
R4900	Employment	9	F	StaffDateOfBirth must be between 01/01/1924 and 10/1/2000.	*FieldName* must be between *01/01/1924* and 10/1/2000.	Date is out of range.
~~R4902~~	~~Employment~~	~~18~~	~~W~~	~~LicenseExpirationDate must be on or after July 1 of the current fiscal year.~~	~~*HireDate* must be after *7/01/2009*.~~	~~Date is before July 1 of the current fiscal year~~
R4904	Employment	8,12	F	SeparationDate must be on or after the HireDate.	*FieldName* must be on or after the HireDate.	Date occurs before HireDate.
R4905	Employment	8	F	SeparationDate must be in the current or previous fiscal year (July 1 - June 30) and on or prior to the snapshot date.	*FieldName* must be between *07/01/2009* and *06/30/2010*.	Date occurs outside the current or previous fiscal year.
R4906	Employment	12	F	HireDate must be on or before June 30 of the current fiscal year.	*FieldName* must be on or before *end-of-fiscal-year.*	Date occurs after June 30 of the current fiscal year.
R4907	Education	301, 302	F	All Certified Staff Education fields are conditional except 301, 302	The Certified Staff Education record is missing the field *WISEStaffID*	Missing a required Certified Staff Education field

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CSV Column #	Field #	Header Name	Length	Valid Values / Format (also see business rules)
file: education.csv				
1	301	DistrictID	7	A valid 7-digit district ID
2	302	WISEStaffID	7	Must be a valid WISE Staff ID
3	303	StaffFirstName	1-15	Name characters
4	304	StaffLastName	1-25	Name characters
5	305	BachelorDegreeInstitution1	6 - 8	Alphanumeric OPEID code. If an OPEID code is not listed put 88888888
6	352	BachelorDegreeInstitution2	6 - 8	Alphanumeric OPEID code. If an OPEID code is not listed put 88888888
7	306	PreparationProgramInstitution	6 - 8	Alphanumeric OPEID code. If an OPEID code is not listed put 88888888
8	307	BachelorDegreeMajor1	7	A valid CIP Code
9	308	BachelorDegreeMajor2	7	A valid CIP Code
10	309	BachelorDegreeMinor1	7	A valid CIP Code
11	310	BachelorDegreeMinor2	7	A valid CIP Code
12	311	BachelorDegree1CumulativeGPA	1,3	0.000 - 4.000
13	353	BachelorDegree2CumulativeGPA	1,3	0.000 - 4.000
14	354	BachelorDegree1MajorGPA	1,3	0.000 - 4.000
15	355	BachelorDegree2MajorGPA	1,3	0.000 - 4.000
16	312	BachelorDegreeYear1	4	YYYY
17	356	BachelorDegreeYear2	4	YYYY
18	313	MasterDegreeInstitution1	6 - 8	Alphanumeric OPEID code. If an OPEID code is not listed put 88888888
19	314	MasterDegreeMajor1	7	A valid CIP Code
20	315	MasterDegreeGPA1	0 or 1,3	0.000 - 4.000
21	316	MasterDegreeYear1	0 or 4	YYYY
22	317	MasterDegreeInstitution2	6 - 8	Alphanumeric OPEID code. If an OPEID code is not listed put 88888888
23	318	MasterDegreeMajor2	7	A valid CIP Code
24	319	MasterDegreeGPA2	0 or 1,3	0.000 - 4.000
25	320	MasterDegreeYear2	0 or 4	YYYY
26	321	DoctorateDegreeInstitution	6 - 8	Alphanumeric OPEID code. If an OPEID code is not listed put 88888888
27	322	DoctorateDegreeMajor	7	A valid CIP Code
28	323	DoctorateDegreeYear	0 or 4	YYYY
29	324	PraxisIITest1ContentAreaCode	4	numeric value between 11 and 6000 from list of valid Course Codes
30	325	PraxisIITest1Score	3	numeric value between 0 and 999

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WDE-602 Staff Schedule Header File Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit District ID
2	ScheduleID	1	I, T	I - Teacher Schedule T - Alternative Teacher Schedule
3	ScheduleName	1-30	Alpha, numeric, and periods	The district specified name for the salary schedule
4	ScheduleDays	1-3	Whole number between 1-260	The number of contract days for the salary schedule

WDE-602 Staff Salary Schedule File

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
101	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit District ID
102	ScheduleID	1	I, T	I - Teacher Schedule T - Alternative Teacher Schedule
103	Step	1-2	Whole number between 0-50	The number for each step (must be sequential).
104-14	(Insert district column title)	5,2	Numeric value greater than 20000.00 and less than 100000.00 with 5 numbers before the decimal and 2 numbers after the decimal. (Conditional)	The column title is determined by the district. The district may submit up to 11 columns after the step column.

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Salary Schedule Business Rules

SRM Rule #	File	Data Element Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R6000	Header I	1, 2, 3, 4	F	All fields are required.	The *ScheduleDays* field is missing.	Missing a required field
R6001	Header T	1, 2, 3, 4	F	All fields are required.	The *ScheduleDays* field is missing.	Missing a required field
R6002	Schedule I	101, 102, 103	F	The fields DistrictID, ScheduleID, and Step are required.	The fields DistrictID, ScheduleID, and Step are required. The *ScheduleID* field is missing.	Missing a required field
R6003	Schedule T	101, 102, 103	F	The fields DistrictID, ScheduleID, and Step are required.	The fields DistrictID, ScheduleID, and Step are required. The *ScheduleID* field is missing.	Missing a required field
R6004	Header I	1, 2, 3, 4	F	The field cannot exceed its length attribute.	The *ScheduleID* field exceeds its maximum allowable length of *1* character(s).	Field exceeds its maximum length
R6005	Header T	1, 2, 3, 4	F	The field cannot exceed its length attribute.	The *ScheduleID* field exceeds its maximum allowable length of *1* character(s).	Field exceeds its maximum length
R6006	Schedule I	101, 102, 103, 104-114	F	The field cannot exceed its length attribute.	The *Step* field exceeds its maximum allowable length of *2* character(s).	Field exceeds its maximum length
R6007	Schedule T	101, 102, 103, 104-114	F	The field cannot exceed its length attribute.	The *Step* field exceeds its maximum allowable length of *2* character(s).	Field exceeds its maximum length
R6200	Header I	4	F	ScheduleID must be I	ScheduleID must be I	ScheduleID must be I
R6201	Header T	4	F	ScheduleID must be T	ScheduleID must be T	ScheduleID must be T
R6202	Schedule I	102	F	ScheduleID must be I	ScheduleID must be I	ScheduleID must be I
R6203	Schedule T	102	F	ScheduleID must be T	ScheduleID must be T	ScheduleID must be T
R6204	Header I	4	F	Schedule Days must be between 1 and 260 days	Schedule Days must be between 1 and 260 days	Schedule Days must be between 1 and 260 days
R6205	Header T	4	F	Schedule Days must be between 1 and 260 days	Schedule Days must be between 1 and 260 days	Schedule Days must be between 1 and 260 days
R6206	Schedule I	103	F	Step must be between 0 and 50.	Step must be between 0 and 50.	Step must be between 0 and 50.
R6207	Schedule T	103	F	Step must be between 0 and 50.	Step must be between 0 and 50.	Step must be between 0 and 50.
R6208	Schedule I	104-114	F	Salary must be greater than 0.00.	Salary must be greater than 0.00.	Salary must be greater than 0.00.
R6209	Schedule T	104-114	F	Salary must be greater than 0.00.	Salary must be greater than 0.00.	Salary must be greater than 0.00.
R6400	Header I	4	F	Value must be numeric	ScheduleDays must be a whole number with at most 3 digits.	ScheduleDays must be a whole number with at most 3 digits
R6401	Header T	4	F	Value must be numeric	ScheduleDays must be a whole number with at most 3 digits.	ScheduleDays must be a whole number with at most 3 digits
R6402	Schedule I	104-114	F	Salary must be numeric with up to 2 decimal places and less than 100000.00.	Salary must be numeric with up to 2 decimal places and less than 100000.00.	Salary must be numeric with up to 2 decimal places and less than 100000.00.
R6403	Schedule T	104-114	F	Salary must be numeric with up to 2 decimal places and less than 100000.00.	Salary must be numeric with up to 2 decimal places and less than 100000.00.	Salary must be numeric with up to 2 decimal places and less than 100000.00.
R6404	Schedule I	103	F	Value must be numeric	Step must be a whole number with at most 2 digits.	Step must be a whole number with at most 2 digits.
R6405	Schedule T	103	F	Value must be numeric	Step must be a whole number with at most 2 digits.	Step must be a whole number with at most 2 digits.
R6500	Schedule I	104-114	F	A schedule can only have between 1 and 11 columns	The I schedule has *12* salary columns. A schedule can only have between 1 and 11 columns	A schedule can only have between 1 and 11 columns
R6501	Schedule T	104-114	F	A schedule can only have between 1 and 11 columns	The T schedule has *12* salary columns. A schedule can only have between 1 and 11 columns	A schedule can only have between 1 and 11 columns
R6502	Schedule I	104-114	F	There can be no gaps in the grid. The first non-null value in a row must be followed by non-null values in the remainder of the row.	There can be no gaps in the grid. The first non-null value in a row must be followed by non-null values in the remainder of the row.	There can be no gaps in the grid.

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R6503	Schedule T	104-114	F	There can be no gaps in the grid. The first non-null value in a row must be followed by non-null values in the remainder of the row.	There can be no gaps in the grid. The first non-null value in a row must be followed by non-null values in the remainder of the row.	There can be no gaps in the grid.
R6504	Schedule I	104-114	F	There can be no gaps in the grid. The first null value in a column must be followed by null values in the remainder of the column.	There can be no gaps in the grid. The first null value in a column must be followed by null values in the remainder of the column. Column *'BA'* has *2* gaps.	There can be no gaps in the grid.
R6505	Schedule T	104-114	F	There can be no gaps in the grid. The first null value in a column must be followed by null values in the remainder of the column.	There can be no gaps in the grid. The first null value in a column must be followed by null values in the remainder of the column. Column *'BA'* has *2* gaps.	There can be no gaps in the grid.
R6506	Schedule I	104-114	F	A column name cannot exceed 11 characters.	The column name *'MastersDegree'* is longer than 11 characters.	Column name cannot exceed 11 characters.
R6507	Schedule T	104-114	F	A column name cannot exceed 11 characters.	The column name *'MastersDegree'* is longer than 11 characters.	Column name cannot exceed 11 characters.
R6600	Header I	1	F	District ID must match District of the logged in user.	The user is not authorized to submit data for DistrictID *1101000* .	User cannot submit data for this district
R6601	Header T	1	F	District ID must match District of the logged in user.	The user is not authorized to submit data for DistrictID *1101000* .	User cannot submit data for this district
R6602	Schedule I	101	F	District ID must match District of the logged in user.	The user is not authorized to submit data for DistrictID *1101000* .	User cannot submit data for this district
R6603	Schedule T	101	F	District ID must match District of the logged in user.	The user is not authorized to submit data for DistrictID *1101000* .	User cannot submit data for this district

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WDE-602 Staff Schedule Header Example

DistrictID	ScheduleID	ScheduleName	ScheduleDays
1101000	I	Teacher Schedule	250

WDE-602 Staff Salary Schedule Example

DistrictID	ScheduleID	Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	DR
1101000	I	1	40808.00	41319.00	41830.00	42341.00	45917.00	46428.00	46939.00	47960.00	48982.00	51026.00
1101000	I	2	41319.00	41830.00	42341.00	42852.00	46428.00	47450.00	47960.00	48982.00	50004.00	52047.00
1101000	I	3	41830.00	42341.00	42852.00	43873.00	47450.00	48471.00	48982.00	50004.00	51026.00	53069.00
1101000	I	4	42341.00	42852.00	43873.00	44895.00	48471.00	49493.00	50004.00	51026.00	52047.00	54091.00
1101000	I	5	42852.00	43873.00	44895.00	45917.00	49493.00	50515.00	51026.00	52047.00	53069.00	55113.00
1101000	I	6	43363.00	44895.00	45917.00	46939.00	50515.00	51537.00	52047.00	53069.00	54091.00	56134.00
1101000	I	7	43873.00	45917.00	46939.00	47960.00	51537.00	52558.00	53069.00	54091.00	55113.00	57156.00
1101000	I	8	44384.00	46939.00	47960.00	48982.00	52558.00	53580.00	54091.00	55113.00	56134.00	58178.00
1101000	I	9	44895.00	47960.00	48982.00	50004.00	53580.00	54602.00	55113.00	56134.00	57156.00	59200.00
1101000	I	10		48982.00	50004.00	51026.00	54602.00	55623.00	56134.00	57156.00	58178.00	60221.00
1101000	I	11			51026.00	52047.00	55623.00	56645.00	57156.00	58178.00	59200.00	61243.00
1101000	I	12			52047.00	53069.00	56645.00	57667.00	58178.00	59200.00	60221.00	62265.00
1101000	I	13				54091.00	57667.00	58689.00	59200.00	60221.00	61243.00	63287.00
1101000	I	14					58689.00	59710.00	60221.00	61243.00	62265.00	64308.00
1101000	I	15						60732.00	61243.00	62265.00	63287.00	65330.00
1101000	I	16							62265.00	63287.00	64308.00	66352.00
1101000	I	17							63287.00	64308.00	65330.00	67373.00
1101000	I	18								65330.00	66352.00	68395.00
1101000	I	19									67373.00	69417.00
1101000	I	20										70439.00

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Test	Code
Agriculture	700
Agriculture (CA)	900
Agriculture (PA)	780
Art Making	131
Art: Content Knowledge	133
Art: Content, Traditions, Criticism, and Aesthetics	132
Audiology	340
Biology and General Science	30
Biology: Content Essays	233
Biology: Content Knowledge	235
Biology: Content Knowledge, Part 1	231
Business Education	100
Chemistry, Physics, and General Science	70
Chemistry: Content Essays	242
Chemistry: Content Knowledge	241
Chemistry: Content Knowledge	245
Citizenship Education: Content Knowledge	87
Communication (PA)	800
Cooperative Education	810
Driver Education	867
Early Childhood Education	20
Early Childhood: Content Knowledge	22
Earth and Space Sciences: Content Knowledge	571
Economics	910
Education of Deaf and Hard of Hearing Students	271
Education of Exceptional Students: Core Content Knowledge	353
Education of Exceptional Students: Learning Disabilities	382
Education of Exceptional Students: Mild to Moderate Disabilities	542
Education of Exceptional Students: Severe to Profound Disabilities	544
Education of Young Children	21
Educational Leadership: Administration and Supervision	410
Elementary Education: Content Area Exercises	12
Elementary Education: Content Knowledge	14
Elementary Education: Curriculum, Instruction, and Assessment	11
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English Language, Literature, and Composition: Essays	42
English Language, Literature, and Composition: Pedagogy	43
English to Speakers of Other Languages	360
Environmental Education	830
Family and Consumer Sciences	121
Foreign Language Pedagogy	840
French: Content Knowledge	173
French: Productive Language Skills	171
Fundamental Subjects: Content Knowledge	511
General Science: Content Essays	433
General Science: Content Knowledge	435
General Science: Content Knowledge, Part 1	431
General Science: Content Knowledge, Part 2	432
Geography	920
German: Content Knowledge	181
German: Productive Language Skills	182
Gifted Education	357
Government/Political Science	930
Health and Physical Education: Content Knowledge	856
Health Education	550
Interdisciplinary Early Childhood Education	23
Introduction to the Teaching of Reading	200
Latin	600
Library Media Specialist	311
Life Science: Pedagogy	234
Marketing Education	561
Mathematics: Content Knowledge	61
Mathematics: Pedagogy	65
Mathematics: Proofs, Models, and Problems, Part 1	63
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Middle School Mathematics	69
Middle School Science	439
Middle School Social Studies	89
Middle School: Content Knowledge	146
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Music: Concepts and Processes	111
Music: Content Knowledge	113
Physical Education: Content Knowledge	91
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Physical Education: Movement Forms – Video Evaluation	93
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Social Studies: Interpretation and Analysis	85
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Spanish: Content Knowledge	191
Spanish: Pedagogy	194
Spanish: Productive Language Skills	192
Special Education: Application of Core Principles Across Categories of Disability	352
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Special Education: Teaching Students with Behavioral Disorders/Emotional Disturbances	371
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Professional Knowledge (RETIRED)	0520
PPST Reading (RETIRED)	0710

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PPST Mathematics (RETIRED)	0730	
Geography	0921	New Codes
Special Education: Teaching Students with Visual Impairments	0281	New Codes
Braille Proficiency	0631	New Codes
World Languages Pedagogy	0841	New Codes
Education of Young Children	5021	New Codes
Elementary Education: Instructional Practice and Applications	5015	New Codes
Elementary Education: Multiple Subjects (subtests: 5032, 5033, 5034, 5035)	5031	New Codes
French: World Language	5174	New Codes
German: World Language	5183	New Codes
Interdisciplinary Early Childhood Education	5023	New Codes
Middle School: Content Knowledge	5146	New Codes
Middle School: English Language Arts	5049	New Codes
Middle School: Multiple Subjects (subtests: 5142, 5143, 5144, 5145)	5141	New Codes
Middle School: Social Studies	5089	New Codes
Pre-Kindergarten Education	5531	New Codes
Reading Across the Curriculum: Elementary	5201	New Codes
Reading for Virginia Educators: Elementray and Special Education	5306	New Codes
Reading for Virginia Educators: Reading Specialist	5304	New Codes
Spanish: World Language	5195	New Codes
Special Education: Core Knowledge and Mild to Moderate Applications	5543	New Codes
Special Education: Core Knowledge and Severe to Profound Applications	5545	New Codes
Teaching Reading	5204	New Codes
Physical Education: Content Design	5095	New Codes
Social Studies: Content and Interpretation	5086	New Codes
English Language, Literature & Composition: Content and Analysis	5044	New Codes
Principles of Learning and Teaching: Early Childhood	5621	New Codes
Principles of Learning and Teaching: Grades K–6	5622	New Codes
Principles of Learning and Teaching: Grades 5–9	5623	New Codes
Principles of Learning and Teaching: Grades 7–12	5624	New Codes

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WDE602 - Contact Info

Support

* The WDE is committed to providing districts with the tools and information they need to make the WISE project successful. Any suggestions that could make the process better are welcomed.
* WDE appreciates all efforts that will make WISE a solution that works for everyone.

* For general WISEStaffID questions or assistance, please contact Stephanie Dillmon.
Her contact information is below.

* You are always welcome to contact us directly at any time. Our contact information is below.

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