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PEP
User Guide

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John White

State Superintendent of Education

DEPARTMENT of EDUCATION
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SYSTEM OVERVIEW

The purpose of the Profile of Educational Personnel (PEP) is to collect staff data on public school personnel, including Charter and State schools. Data are collected via electronic batch files or using online entry. The collection of personnel data by individual records through PEP has made public school personnel data much more accessible to the Legislature, the Board of Elementary and Secondary Education (BESE), the Department, and district administrators. Additionally, these data are used for publication in Bulletin 1472: The Annual Financial and Statistical Report.

The data are limited to the following areas:

- Demographic
- Professional qualifications
- Job assignment and compensation
- Employment status
- Class Schedules
- Highly Qualified
- Professional Improvement Program (PIP) Salary Information
- Non-attendance data relative to time away from an employee's daily activity

The following records comprise the PEP System:

1. Staff Record Type 100
2. Site-Position Record Type 200
3. PEP Class Schedule Record Type 210
4. Non-Attendance Record Type 300

HOW COLLECTED DATA ARE USED:

The data collected is used for state and federal reporting purposes. All data collected in the PEP system is only to be used in accordance with the rules and regulations provided by Family Educational Rights and Privacy Act (FERPA). This data will be used to assist in improving academic performance for all students, help to eliminate achievement gaps and prepare students to be effective citizens in a global market.

LINK TO OTHER LDE SYSTEMS:

PEP will collect staff demographic information, staff professional qualifications, staff job assignment and compensation, education level, employment status, salary, professional improvement program (PIP) salary information, staff class schedule, years' experience, HQ category, and non-attendance data relative to time away from an employee's daily activity.

PEP and CUR and SIS are linked together by class code. The unique class code allows LDE to link Students to Teachers and then link both to course data through the CUR database.

For example, all three contain the same "Class Code" 1234p56 within the same site code.

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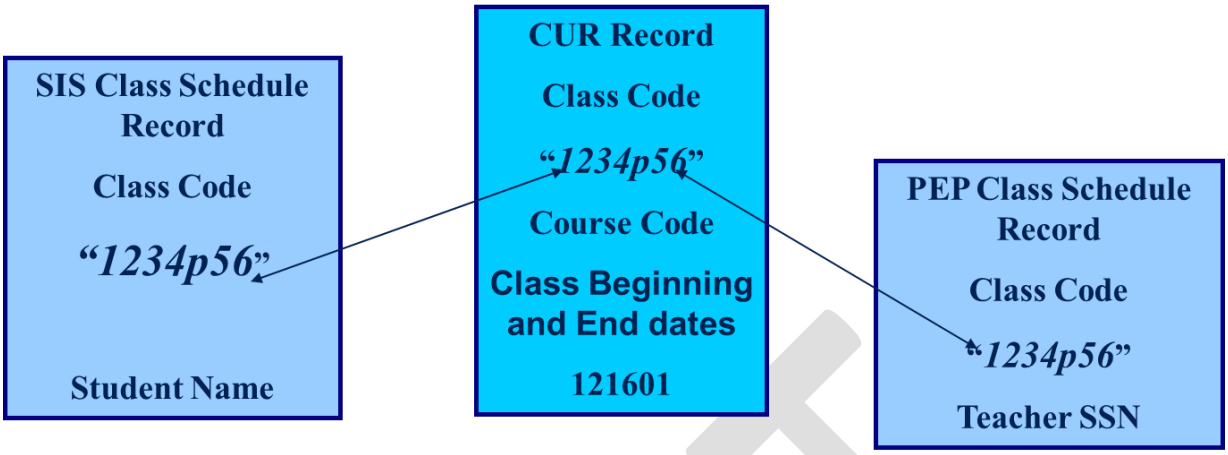

SYSTEM UPDATES & REMINDERS:

Tenure Status:

Beginning with the October 1 (Budgeted) collection for 2016, four new fields have been added to the PEP Staff Demographic (PEP Record Type 100) layout. Local system changes will be necessary if using batch upload to accommodate these changes. The four new fields are:

1) Tenure, Status
2) Tenure, Date Added
3) Tenure, Date Lost
4) Tenure, Reason

Object-Function Codes:

- Only Object Codes 111 through 119 are to be used when reporting personnel data to the PEP System; function code 140 is not to be used when reporting data to the PEP System.

Object-Function Codes for Administrators:

- LEAs and Type 1 or 3 Charters should use 111-2410 for principals; 111-2420 for assistant principals. For a superintendent and assistant superintendent (if applicable), the codes should be 111-2321 and 111-2324, respectively.

- Type 2 or 5 Charters should use 111-2430 for principals; CEO's should be coded 111-2329.

Object-Function Codes for Special Education Teachers:

- Function code 1210 is no longer valid for Special Education Teachers.

- Function code 1290 is no longer valid for any Special Education Titles.

- **Special Education Support** (Self-Contained, Combo or Resource) teachers are to be coded as 112-1212 for PEP reporting requirements.

- **Special Education PTU teachers** are to be coded as 112-1213 for PEP reporting requirements.

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Object-Function Codes for Various Positions:

- Specific function codes are to be used when reporting **Food Service employees**, function code 3100 is not to be used when reporting data to the PEP System.
- **ROTC teachers** are to be coded as 112-1450 for PEP data reporting requirements.
- **Head Start teachers** are to be coded as 112-1531 for PEP data reporting requirements.
- Regular education school **bus aides** are to be reported to the PEP System using the 115-2722 classification code combination.
- Special education school bus aides are to be reported to the PEP System using the 115-2732 classification code combination.

Retirees:

- Only two codes can be used to identify **retirees** that returned to work (Code 1 or 2).

Sabbatical Leave:

- For PEP reporting purposes, we will no longer identify **sabbatical** personnel by using the object code 140. Instead, use the applicable Sabbatical Status Code.

DATA COLLECTION TIMELIME

The timeline, system-specific due dates, and required activities for data collection can be found on the Benchmark Calendar posted on the INSIGHT Portal. The following is a description of the general data collection periods for the Profile of Educational Personnel (PEP) System for each fiscal year (*July 1 through June 30*).

Collection Period	Action
October 1 (Budgeted) *Mid August – Early January*	LEA Staff counts and salaries
October 1 (CLASS) *Mid August – Early January*	Highly qualified (HQ) information and class schedules
June 30 (Actual) *Early May – Mid August*	Actual salary data, all active employees for the school year and HQ updates

District staff must use the Reports/File Tab in the Profile of Education Personnel Section of the LEADS Portal to request reports and files to ensure data accuracy. It is recommended that PEP Data Managers request these reports as often as needed to ensure data quality prior to submitting the Statement of Affirmation.

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LDE APPLICATION SYSTEMS ACCESS AND SECURITY

DATA SECURITY:

Data security standards define specific requirements for managing and controlling access to all LDE Application Systems. Security goals require all personnel using the LDE Application Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

SECURITY COORDINATOR:

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDE Application Systems. They must be made aware of any changes in status for users (i.e. new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDE Application Systems.

Security issues that cannot be resolved by the Security Coordinator should be referred to the LDE Security Administrator by phoning the ITS Help Desk at 225-342-1821 or by submitting a request by e-mail to SecurityDOE@la.gov

USER ACCESS AND AUTHORIZATION:

Users requiring access to the LDE Application Systems must complete a Security Request Form and forward it to their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDE Application System(s) a user has access to and specifically what functionality. These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user. User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts.
- After five resource access denials in one terminal session.
- At the scheduled end of consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination

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User IDs and Password Standards:

User IDs assigned by the Security Coordinator consists of the letter "E" plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an initial password will be assigned. This initial password will be set to expire and to force a new password selection on the user's first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
- Upper case characters (A-Z)
- Lower case characters (a-z)
- Numeric digits (0-9)
- Non-alphanumeric characters (e.g., %, &, $)
- New passwords cannot be the same as any of the previous 5 passwords.

Resetting A Password Using the Password Reset System (PRS):

To change an initial password or to reset a forgotten or expired password, LDE has implemented a self-service password reset system called *PRS*. The PRS URL is https://password.doe.louisiana.gov. The PRS User Guide can be found at https://password.doe.louisiana.gov/PRSHelp.pdf

MINIMUM COMPUTER SYSTEM REQUIREMENTS:

The following are the minimum computer system requirements to access the LDE Application Systems.

- **Hardware:** A PC connected to the Internet
- **Browser:** LDE Application Systems are designed for **Internet Explorer,** Version 9.0 or lower.
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust your resolution, right-click on your desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK.
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file.

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SCREEN DISPLAY PROBLEMS:

Problems with screen display for the LDE Application Systems may be due to Security and Privacy settings or the incomparability of newer Internet Explorer (IE) versions. PEP system is only compatible with IE8 or IE9.

Internet Explorer (IE) Options:

If there are problems with the LDE Application Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter leads.doe.louisiana.gov in the "Address of Web site to allow" field.
- Go to Tools>>Pop Up Blocker Settings>>choose "Turn off Pop-up Blocker."

Internet Explorer (IE) Compatibility View:

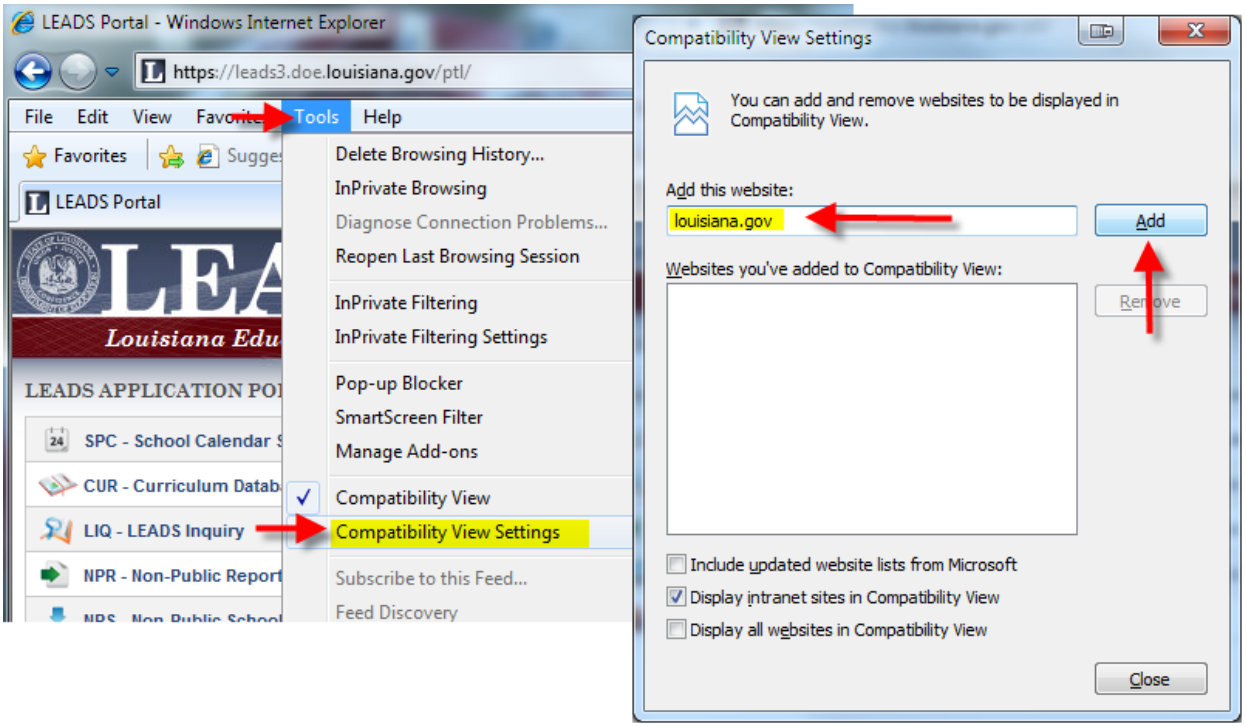
Compatibility View may be a solution for those IE users experiencing problems viewing LDE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10,** users can enable compatibility view for a website by clicking the "Compatibility View" icon to the right of the address bar.

The browser should reload the page and begin displaying the page in compatibility view mode.

For **IE version 11,** Microsoft removed the Compatibility View button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 thru IE10).

First, Click the "Tools" button on the menu bar, and then select the "Compatibility View Settings" option.

Then, in the text box under "Add this website", enter *Louisiana.gov* and click the "Add" button. Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.



LDE LOGIN SCREEN:

To access the LDE Application Systems, users must enter a **User ID** and **Password** on the LDE LOGIN SCREEN.

After access has been granted, users should then log into the INSIGHT Portal https://insight.doe.louisiana.gov/coordinators/SitePages/Dashboard.aspx

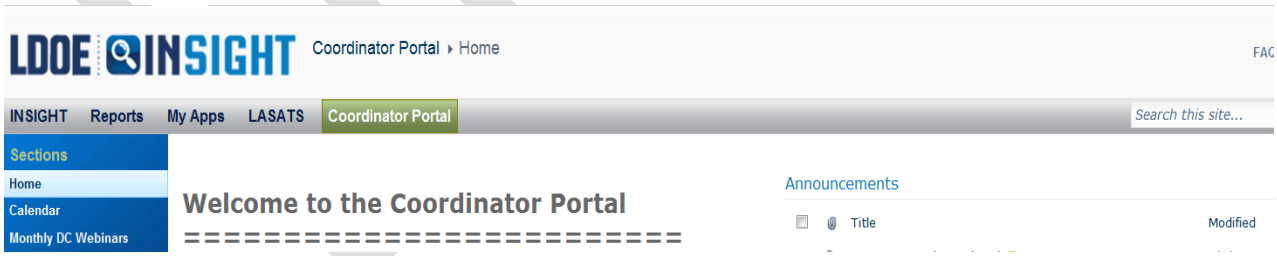
INSIGHT Portal Login Screen:

The INSIGHT Portal brings together data submitted by Louisiana School Districts (LEAs) and Charter Management Organization (CMOs), merges it with the data LDE collects from other sources, and presents it as one unified system for reporting and analysis.

The Security Coordinator can grant authorized users access to the INSIGHT Portal by adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS. .

To access the INSIGHT Portal, users must enter a **User ID** and **Password** on the INSIGHT Portal ***login screen***.

The Coordinator Portal screen will be displayed. User Guides, announcements, notifications and other useful information is regularly posted on the Coordinator Portal.



Next, select the "**My Apps**" tab

All LDE Application Systems for which a user is authorized to access will be displayed.

Select the **PEP-Profile of Educational Personnel** link to access the application.

DATA SUBMISSION PROCESS

Methods of Submission

PEP data can be submitted either by transmitting a batch file or by entering data online. For additional information regarding these methods, please refer to the “PEP New User Training” PowerPoint located on the Louisiana Department of Education INSIGHT Coordinator Portal. A user should sign in, go to “Systems” and click **PEP**. Under “Documents” select “PEP New User Training”. This presentation provides in-depth instruction for all aspects of data entry on the web-based version of PEP.

Batch Submission Process

The batch submission process involves extracting PEP data from an existing locally maintained database and creating a fixed-width text file to submit to LDE. The submitted file must be in the format described in this guide (see the section on Input Record Layout).

Each individual school district will determine the method by which it creates the computer files containing its staff data. However, in reporting these data to the Louisiana Department of Education (LDE), the school district **must** use the applicable PEP Batch Record Layout, as prescribed in Appendix B of this guide. Districts will submit their respective batch file via the Internet using the PEP web system at https://leads.doe.louisiana.gov/ptl/. Alternatively, districts do have the option to submit all PEP data manually using the Online Staff Processing option.

Submitting batch files is rarely a one-time event. Normally, a batch file is submitted, error reports are examined, corrections are made, and corrected data are then resubmitted in a new batch file. The process of submitting, checking error reports, correcting, and resubmitting can repeat itself several times until the data are finally completely error free and correct. The PEP batch file will contain at least two record types for every collection: Staff demographic records (Record Type 100) and Site-Position records (Record Type 200).

With each successful submission, PEP Error Correction Reports will be generated. The Error Reports must be downloaded in order to review each error, make appropriate corrections and re-submit PEP data within established time lines. ***(PEP Error Correction Reports are only available for fourteen calendar days. Reports are deleted once the time period has expired.)***

The Data Verification, District Summary and Detail Report, as well as numerous other statewide reports, are available to PEP Data Managers to request and download as applicable during each of the three PEP Collection Periods: **PEP October 1 Staff Collection**; **October 1 CLASS Collection**; and **PEP June 30 End-Of-Year Collection**.

Note: Only error-free staff records are included in a district's Profile of Educational Personnel Data Verification Report. After the completion of a PEP Collection Period, the PEP Data Manager must submit A Statement of Affirmation with the signatures of the Superintendent/Administrator and the PEP Coordinator, and then return it to the Data Management Section.

PEP Record Types Summary

Staff Demographic Records (Record Type 100) contains demographic data along with teacher certification, years of experience and other similar data elements. **NOTE**: *One Staff Record **is** required for each employee or Vacant Position.* (Only one Staff record per Social Security Number within a Sponsor is permitted.)

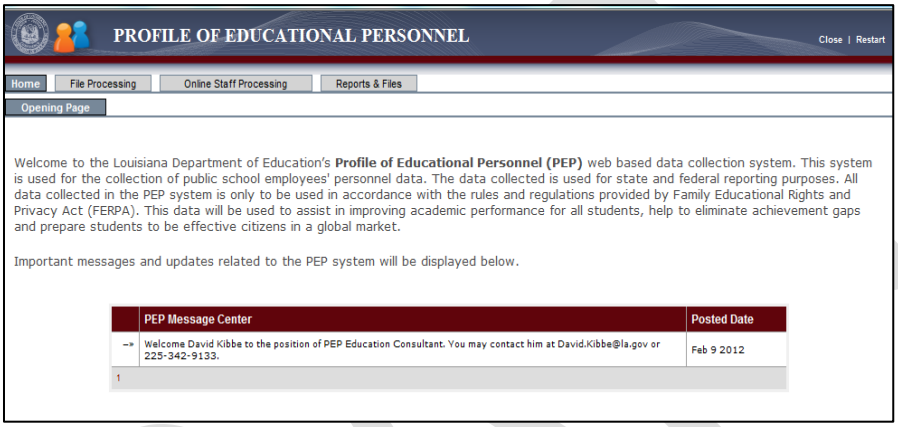
Site-Position Records (Record Type 200) contains information regarding the job function/classification object and function code combination at each site the employee serves. (Object code 140 is no longer allowed when reporting sabbatical staff to the PEP System. Instead, if an employee is on sabbatical, use the appropriate Sabbatical Status Code of 1, 2, or 3 in position number 103 on PEP Record Type 100.)

Teacher Class Schedules (Record Type 210) contains information regarding each class a teacher is scheduled to teach. 210 records should not be submitted in the October 1 and June 30th submission.

Non-Attendance Records (Record Type 300) contains information on staff absences. 300 records should not be submitted in the Oct 1st submission.

Special Reminder: Because of CLASS, districts have all of the regular data reporting requirements (Sponsor Site, School Calendar, SIS and PEP databases), plus the added responsibility of submitting Curriculum Records to the Curriculum database for all courses taught at each school site offering the course, along with Student Class Schedule Records and Teacher Class Schedule Records.

PEP Navigation Screen Summary



Tabs:

Home > Opening Page

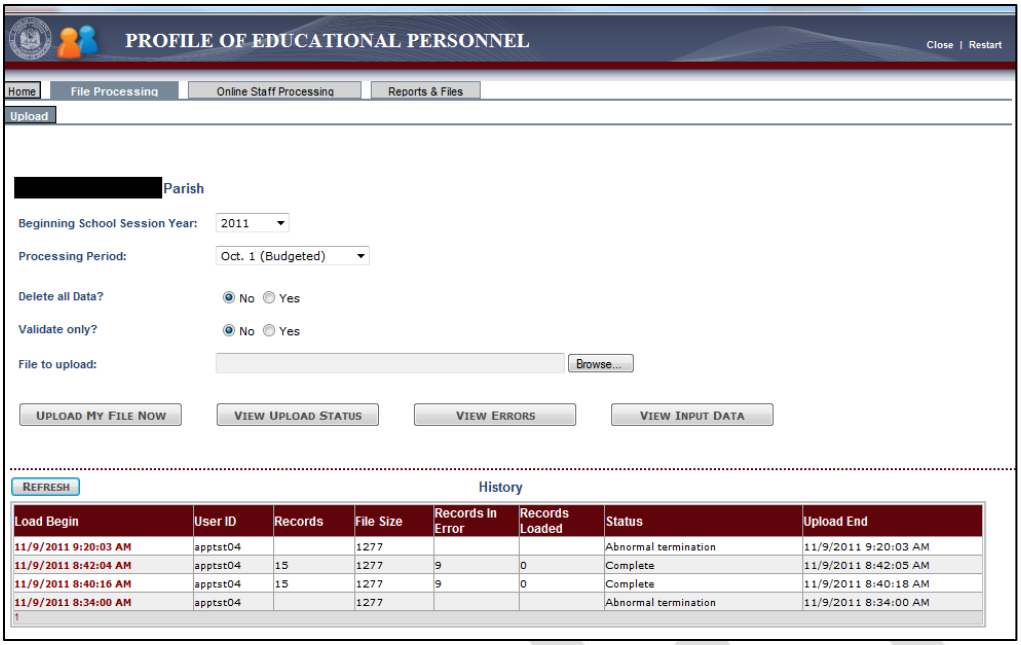
File Processing: Tab that allows users to:
- Upload records to the database via batch upload.

Online Staff Processing: Tab that allows users to:
- Upload records to the database via online entry.

Reports & Files: Tab that allows users to:
- View/Export reports
- Retrieve reports
- Extract batch file(s)

Submitting Batch Files:

1. Open browser (see Internet Explorer (IE) Options)
2. Go to the LEADS Portal – https://leads.doe.louisiana.gov/ptl (or you can access PEP via "My Apps" in INSIGHT)
3. Select PEP – Profile of Educational Personnel
4. Click "File Processing" on the PEP navigation bar.



5. Select the appropriate Beginning School Session Year
6. Choose the appropriate processing period if more than one option is available.

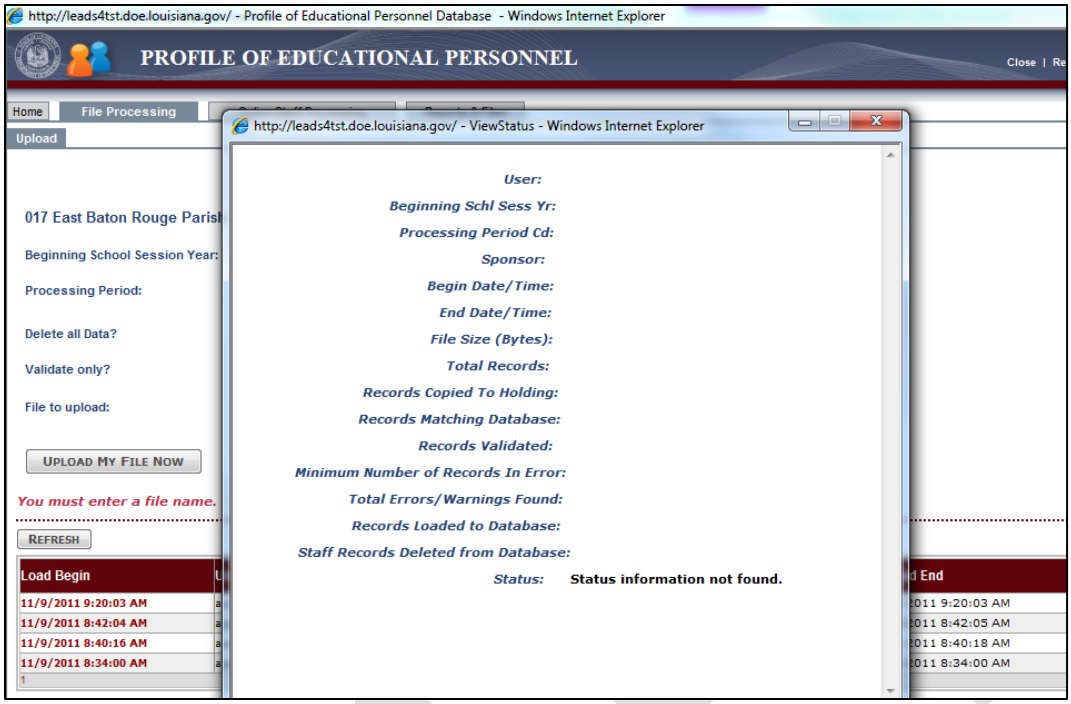
7. You have the option to "Delete all Data?" and/or "Validate only?". If you choose to *delete all data*, whatever you upload, regardless of the number of records and/or the number of errors, will replace any and all data previously stored for that particular beginning school session year and processing period. If you choose to validate only, your file will get checked by the system for errors but you will not have any records loaded to the PEP system. Validate only is used for checking for errors contained within your upload.

   Be sure that the file has '.zip' or '.txt.' as its suffix.

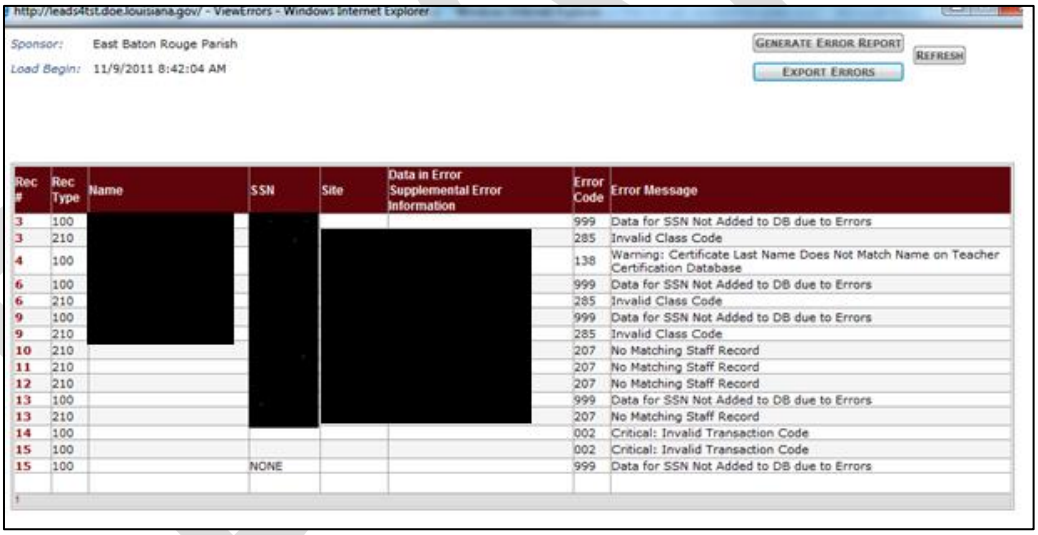
8. Click 'Browse' to select the file you want to upload, and then click 'UPLOAD MY FILE NOW'. Your file will now uploading to the Louisiana Department of Education (LDE). It may take a few moments, so please be patient.

After you begin uploading a file, you will notice a new row below the "History" table. If you click on the first row in the History table, you will have the option to: 1) VIEW UPLOAD STATUS; 2) VIEW ERRORS; and 3) VIEW INPUT DATA.

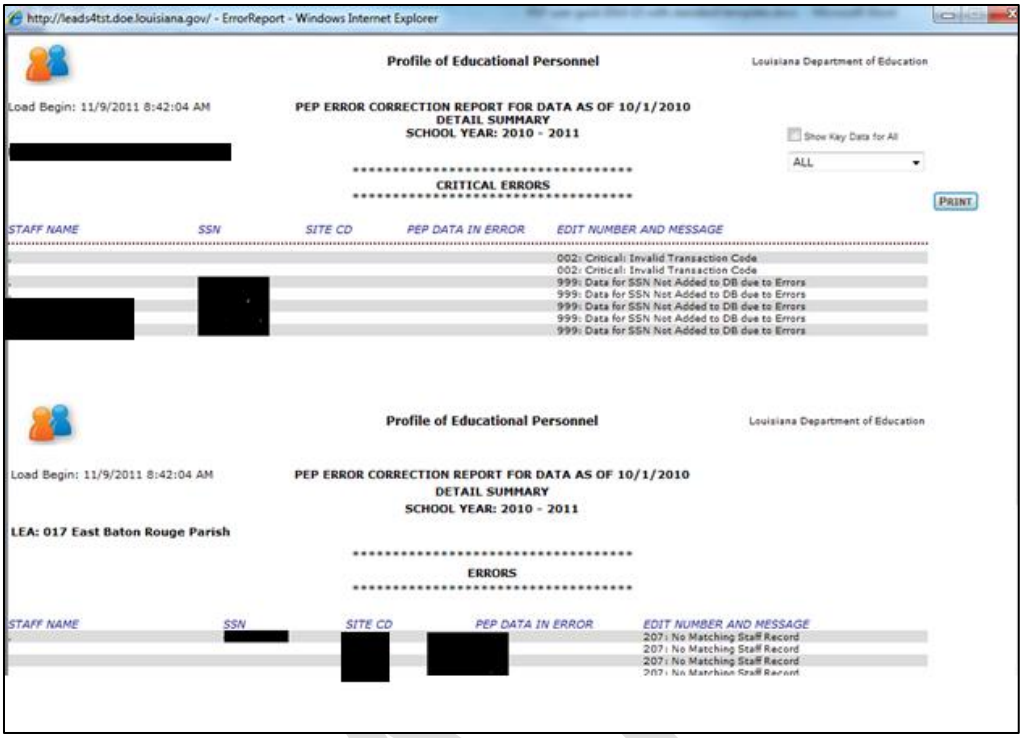
1) File processing – VIEW UPLOAD STATUS



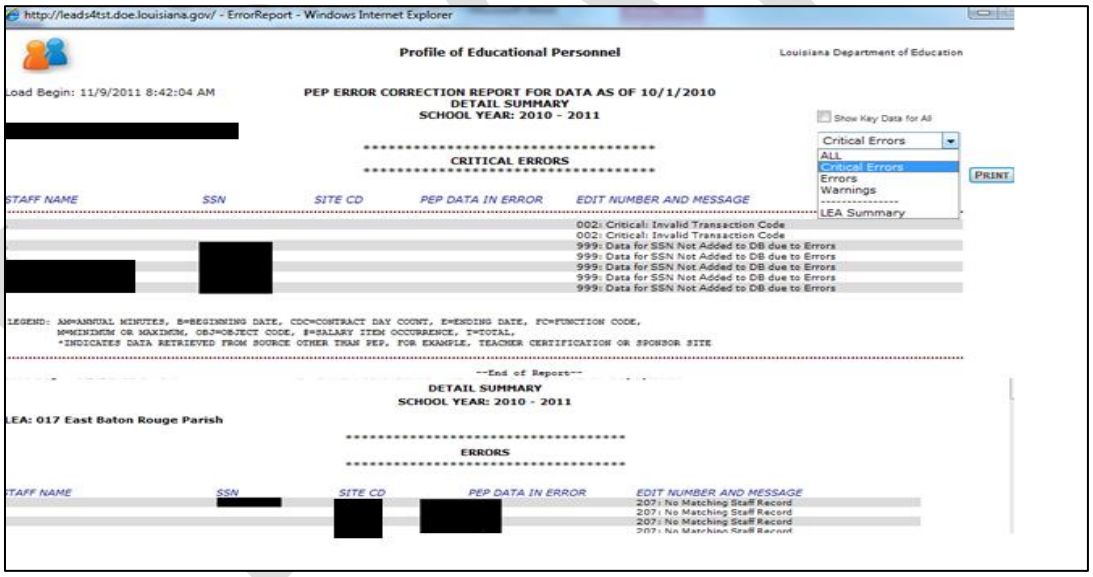
2) File Processing – VIEW ERRORS



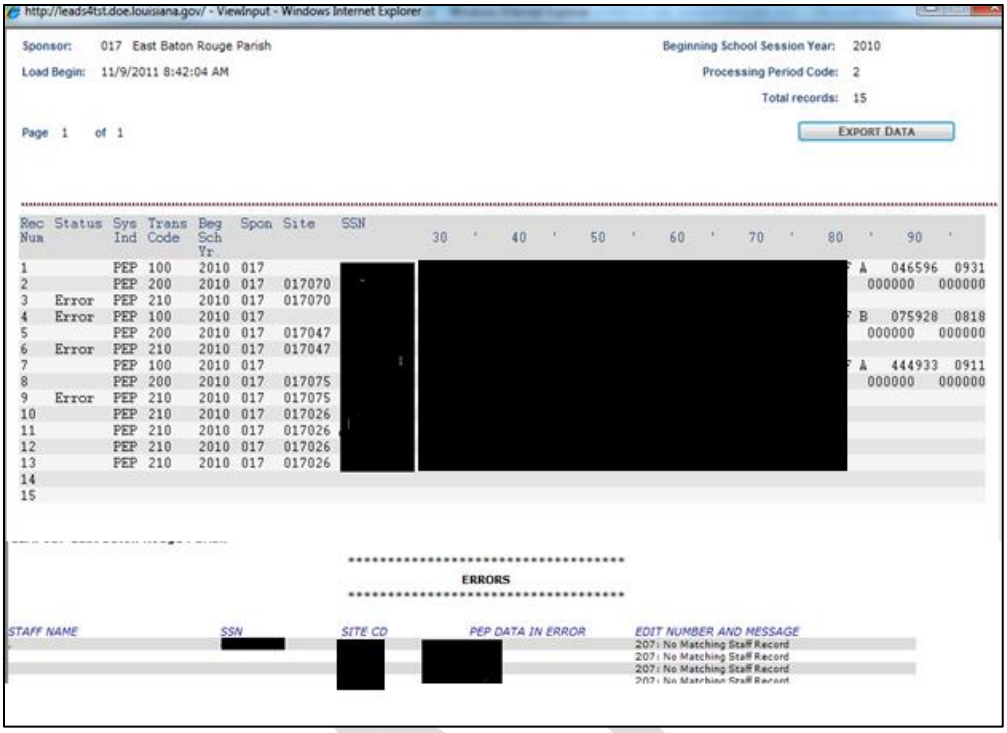
2a. File Processing - View errors – Generate error reports



2b. File Processing - Error report – Critical errors



3) File Processing – VIEW INPUT DATA



Notice that you have the option to EXPORT DATA in case you need to view/save a text file of the input data file that you uploaded to the system.

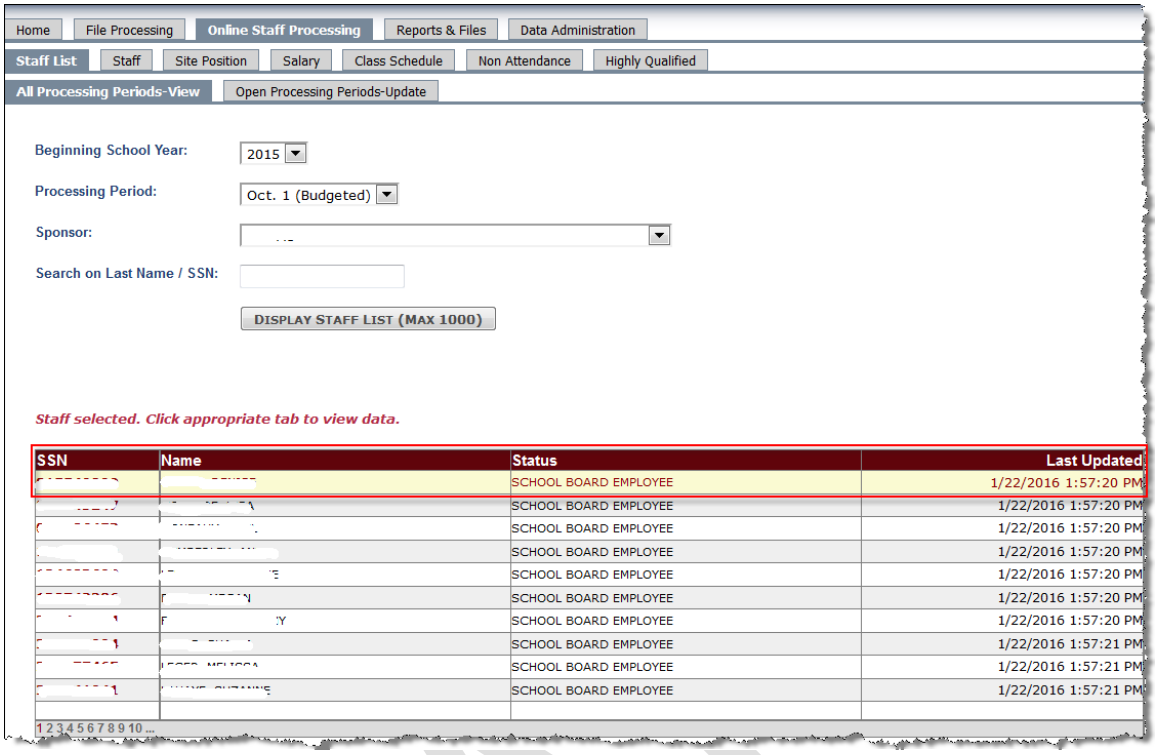
Online Staff Processing

An alternate method of submitting PEP records is by online entry. Each staff member's demographic information, site-position(s), salary information, and depending on the processing period, HQ, class schedules, or non-attendance data are all entered separately for each employee. This method is considerably more time-consuming than batch upload; however, users can also edit existing data that has been uploaded without having to re-upload a separate batch file.

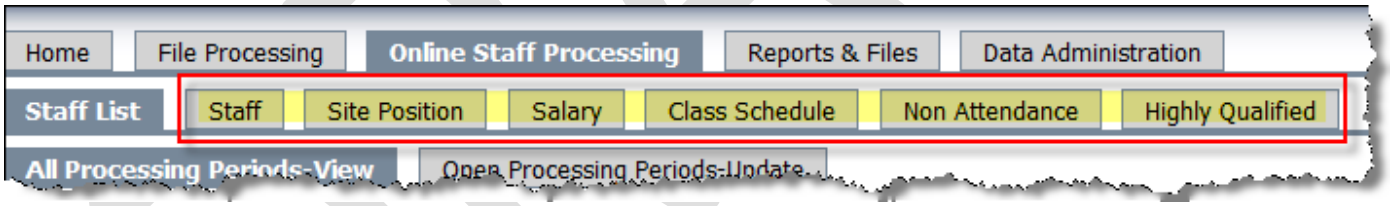
After you click on "Online Staff Processing", you will see several tabs below and also a third row of two tabs: "All Processing Periods – View" and "Open Processing Periods – Update".

All Processing Periods – View – allows user to view historical and current data on employees.

1) Select the Beginning School Year
2) Select the Processing Period
3) Search on Last Name or SSN, or click "DISPLAY STAFF LIST" to view all.



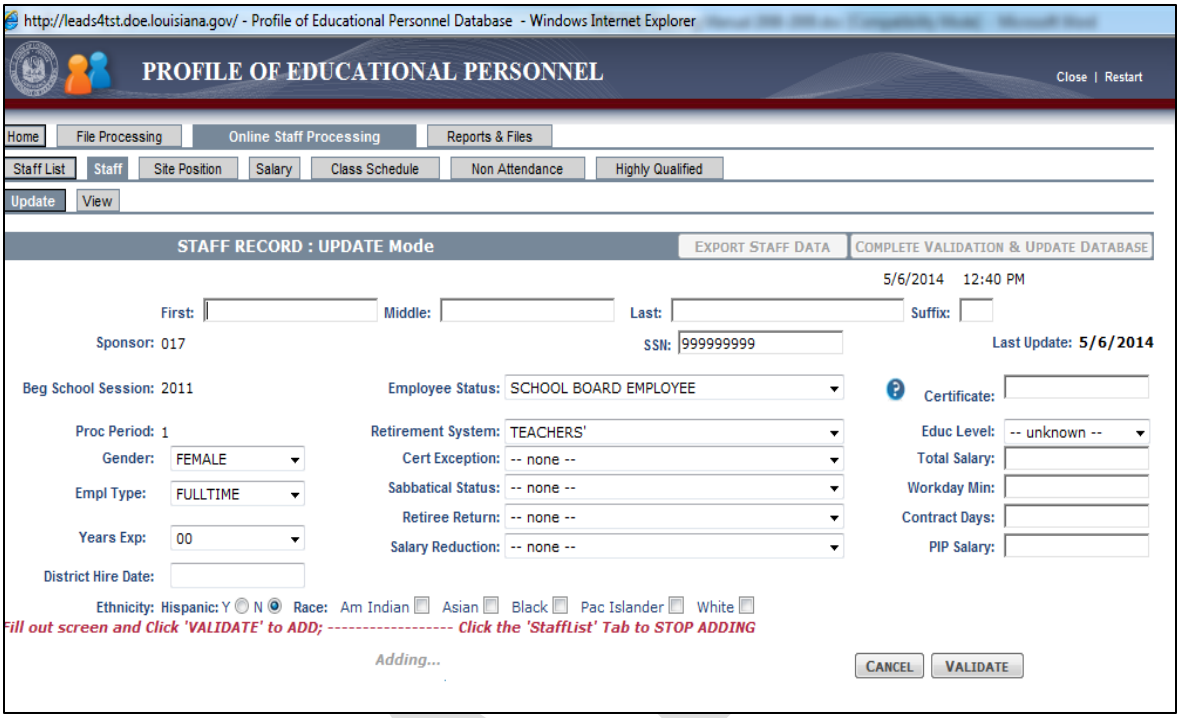
Click on an SSN to highlight a particular employee (as shown in screenshot above), then you can click on the middle-tier tabs to view the respective data for that employee. The available tabs are highlighted below:



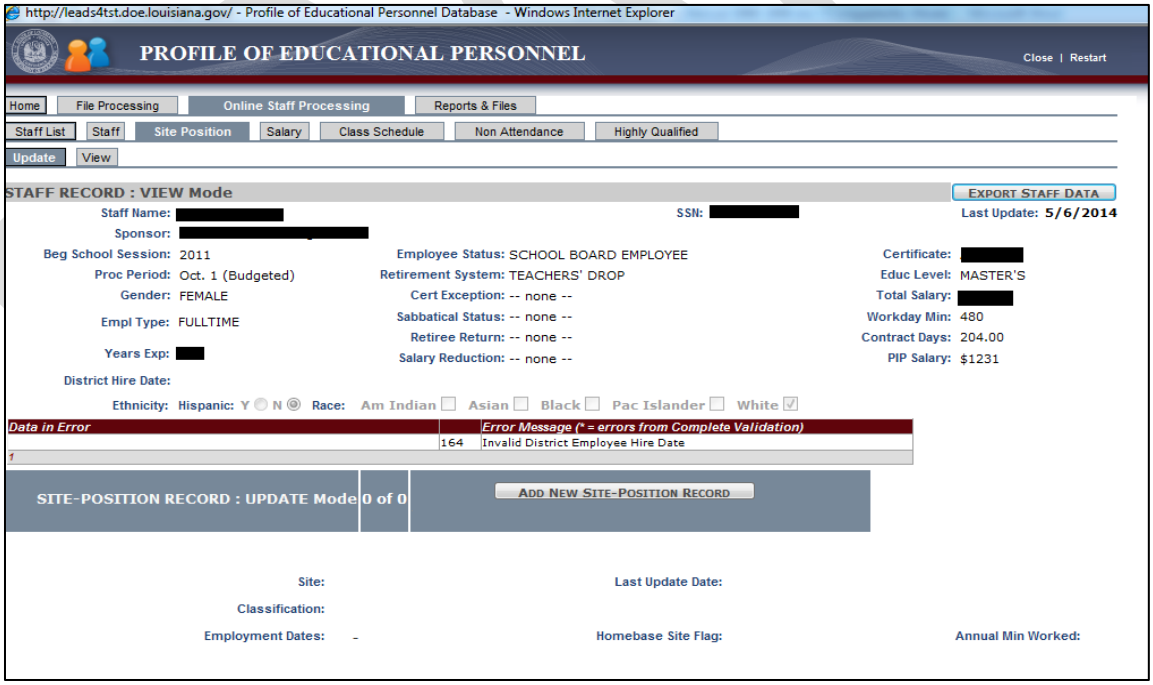
NOTE: The same tabs highlighted above are available when the user is trying to update data from the "Open Processing Periods-Update" subtab.

The following are screenshots from each of the highlighted tabs above to show you what each tab looks like:

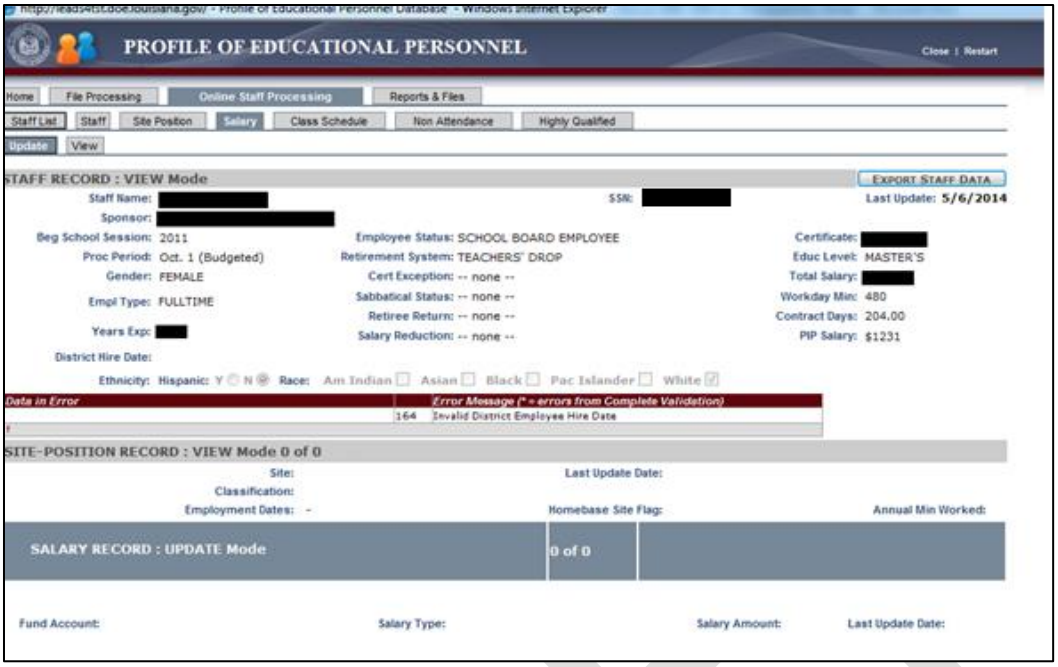
Staff Tab:



Site Position Tab:



Salary Tab:



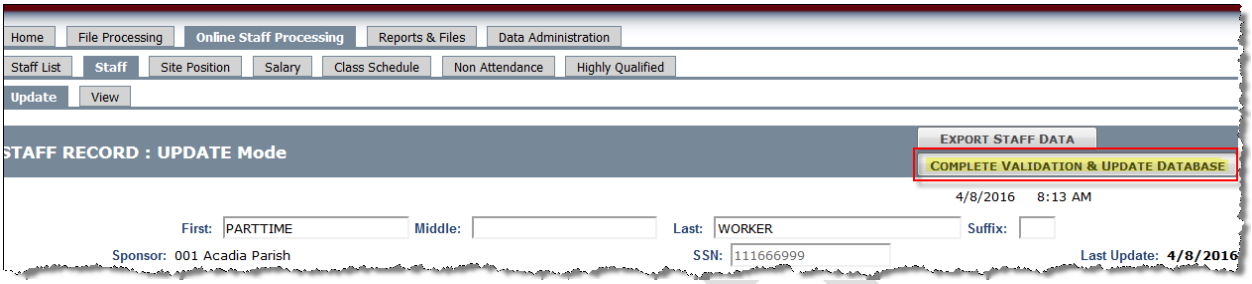
Class Schedule Tab:

Non Attendance Tab:

Highly Qualified Tab:

<u>Completing manual entry</u>

You will have an opportunity to Validate your data on each respective tab. The final step to manually adding an employee to the PEP database is to go back to the Staff Tab, and click the "**COMPLETE VALIDATION & UPDATE DATABASE**" button. ***Note:*** Failure to do this will result in having to re-enter all data for an employee.



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APPENDIX A – Frequently Asked Questions

SUBJECT: HQ
QUESTION: If corrections are made to the PEP file for HQ, how soon will it be reflected in the report?
RESPONSE: HQ reports are refreshed after our derivations run. We run these as frequently as possible. However, many of the derivations take four or more hours to run, and there are five of these that drive the HQ reports. If you make corrections to HQ during business hours on day, you should see the changes the next morning if the database runs correctly.

SUBJECT: HQ
QUESTION: What are the requirements for a person to be determined as HQ?
RESPONSE: 1. For all classes except class type SE (special education) • Teacher's certification: Teacher needs to have a current "Standard Certificate" on the Teacher Certification Database. Standard Certification Types: A, B, C, L1-L5, PL, P2-P4, O1, OP, OS, FL, FE, E1, WC, or AN. • Teacher's need to be "Certified in AREA": Teacher General Area(s) of certification can be checked on Teacher Certification Database. • Appropriate HQ Flag for class set in PEP (staff demographic 100 record) • NOTE: HQ only applies to NCLB Core Courses – check CUR database • While certification requirements are not the same for Charter-School teachers, they must demonstrate core area competency to meet highly qualified teacher (HQT) requirements. 2. For class type SE (special education) • Teacher's Certification: Teacher needs to have a current "Standard Certificate" on the Teacher Certification Database. • For SpEd High School level class only: Teacher needs to be "Certified in AREA" (Middle and Elementary level do not need Certified in area for HQ) • Appropriate HQ Flag for class set in PEP • Teacher must have Area(s) of Certification to cover the Primary Exceptionality for the majority of the SpEd disabled students in the class. • Only applies to SE Disabled • HQ only applies to NCLB Core Courses. • While certification requirements are not the same for SpEd Charter-School teachers, they must demonstrate core area competency to meet highly qualified teacher (HQT) requirements.

SUBJECT: HQ

QUESTION: Is an OFAT Certificate valid as qualifications for HQ?

RESPONSE: An OFAT is a Non-Standard Certificate. In order to be HQ, the instructor has to have a Standard Certificate. An OFAT is a temporary certificate which is not HQ.

SUBJECT: HQ

QUESTION: Do distance learning courses count for HQ?

RESPONSE: No, distance learning courses do not count for HQ; however, the CUR records for these courses must include a distance learning code.

CODE	DISTANCE LEARNING DESCRIPTION
01	LOUISIANA VIRTUAL SCHOOL COURSES
02	DISTANCE LEARNING 8G SATELLITE COURSES
03	ALL OTHER DISTANCE LEARNING TYPE COURSES
04	COURSE CHOICE PROVIDER
05	DROPOUT PREVENTION PROGRAM COURSES

SUBJECT: Teacher Certificate

QUESTION: Why it is not letting me validate the teachers that do not have a certificate but teach a course?

RESPONSE: There are teaching certificate exception codes in the user guide. You only want to code them as teachers (112) in your site position records if they teach a course.

SUBJECT: class schedule

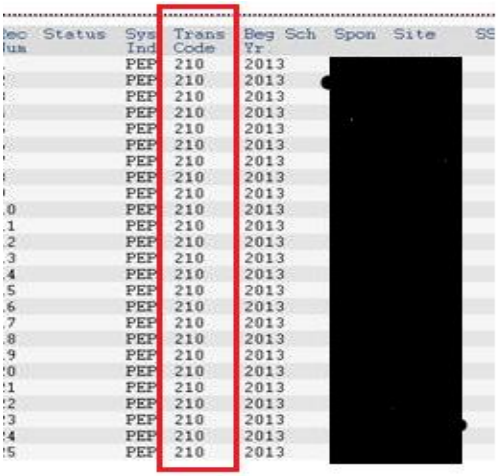
QUESTION: Many of my employees are coming up with the error "No Class Schedule Record". They are Speech Therapists, Early Intervention Strategists, Federal Program Teachers, etc. What course code would I use for them? They do not have a scheduled class in CUR.

RESPONSE: It appears you will need to assign an object and function code to this teacher that does not require class schedules. I have attached the full list of codes as well as a field for whether or not a class schedule is required.

SUBJECT: Error 207

QUESTION: I have entered all the employees for my school and am attempting to enter the 210 records. I am receiving the following error messages: error 207 No matching Staff Record.

RESPONSE: **You can check your input data and see all records you submitted are Trans code 210, which is the class schedule records. There are no records with trans code 100, which is the staff record. Therefore error 207 is issued in every case. Your upload must contain your type 100 records. This should stop the error from occurring.**



Status	Sys Ind	Trans Code	Beg Sch Yr	Spon	Site
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		
	PEP	210	2013		

SUBJECT: Class Code

QUESTION: I tried resubmitting SIS first with the course/section number and I received error code for invalid class code. Do I have to resubmit CUR first, and then SIS leads, and last PEP leads?

RESPONSE: **Class Codes are matched from the Class Schedule Records from SIS, PEP and CUR. Class codes MUST be unique to the site code being used. IF you discover you need to create new class codes, you must first add them to CUR first, It shouldn't matter which comes second for SIS and PEP.**

SUBJECT: Object/Function

QUESTION: When I run the Report By Site - SISR53 report, it tells me that there is no principal/admin for our school site. After much searching, I cannot find anywhere in PEP to signify our principal. Can you advise how to make this assignment in PEP?

RESPONSE: **You can signify your principal In the PEP 200 record (site position). You can find the object code and function code for principal from user guide.**

SUBJECT: data upload

QUESTION: We have completed our PEP report (budgeted) and need to move this data into

CLASS so that our data analyst can enter the teacher schedules.
RESPONSE: You will upload to CLASS the same way you did to Budgeted. The file layouts for staff, class schedule, etc. as well as upload instructions can be found in the user guide.
SUBJECT: Report Period
QUESTION: We have had a few staff members transfer within our district. We've had a teacher transfer to a counselor's position and a secretary transfer to a teaching position. Both of these changes occurred prior to January. How do we handle these changes in PEP? I've entered the changes into our data system, but CLASS is rejecting the changes because the start dates for the records is after the first day of the school year.
RESPONSE: Reporting is as of Oct 1, so if the changes occurred after this time, they will report in the next processing period.

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APPENDIX B - Record Layouts

PEP Staff Demographic Record Layout (PEP Record Type 100)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression used to report data
All "X" and "NX" data elements should be left justified and padded with spaces
All "N" and "V" data elements should be right justified and padded with zeroes

Note: Types A = (Alphanumeric) N = (Numeric)
All "A" data elements should be left justified and padded with spaces
All "N" data elements should be right justified and padded with zeroes

Start Position	Data Element	Length	Type	Decimal Places	Type/ Length	Description
1	System Indicator	3	A	0	X(3)	Must be "PEP". **Required**
4	Transaction Code	3	A	0	X(3)	Must be "100". **Required**
7	Beginning Session Year	4	N	0	N(4)	The beginning year of the school session. Example, "2015" for the 2015-2016 school session. **Required**
11	Sponsor Code	3	A	0	X(3)	Sponsor Code of the district submitting data. **Required**
14	Filler	6	A	0	X(6)	Filler spaces (Leave 6 blank spaces). **Required**
20	Social Security Number	9	N	0	N(9)	Official Social Security Number of the employee ▪ For **Employee Status Codes 01, 03, 04, 05**, and **06** field is **required** ▪ For **Employee Status Code 02**, use official SSN if known or substitute 998 followed by the 3-digit Sponsor Code and a 3-digit sequential number, field is **required**.
29	Last Name	20	A	0	X(20)	The legal name of employee For **All Employee Status Codes**, field is **required.**
49	Suffix	3	A	0	X(3)	
52	First Name	15	A	0	X(15)	
67	Middle Name	15	A	0	X(15)	
82	Sex Code, Employee	1	A	0	X(1)	Employees sex (**F** or **M**) ▪ For **Employee Status Codes 01, 05** and **06**, field is **required** ▪ For **Employee Status Code 02**, **03, and 04**, field is **optional or blank**.
83	Ethnic Code, Employee	N/A	N/A	N/A	N/A	Most applicable race or ethnic group to which the employee belongs ▪ For **Employee Status Codes 01, 05**, and **06** field is **required.** ▪ For **Employee Status Code 02**, **03, and 04**, field is **optional or blank**. ▪ Revised **2010-2011**
84	Teaching Certificate					Louisiana Teaching Certificate **Type** must be **left justified** and padded with **spaces**. Louisiana Teaching Certificate **Num.** must be **right justified** and padded with **zeroes** If applicable, Suffix must me "N". ▪ For **Employee Status Codes 01, 03, 04, 05**, and **06**, field is **required** ▪ For **Employee Status Code 02** field is **optional or blank**.
84	Type	4	A	0	X(4)	
88	Number	6	A	0	X(6)	
94	Suffix	1	A	0	X(1)	
95	Teaching Certificate Exception Code	1	N	0	NX(1)	Code used for teachers without a Louisiana teaching certificate or **blank**.
96	Educational Level Code	2	N	0	NX(2)	Indicates the highest academic achievement of the employee. ▪ For **Employee Status Code 01, 03, 04, 05**, and **06**, field is **required** ▪ For **Employee Status Code 02** field is **optional or blank**.
98	Experience, Years Allowed Count (For Salary Level)	2	N	0	N(2)	Indicates the number of years of experience on which the employee's salary is based. ▪ For **Employee Status Codes 01, 03, 04, 05**, and **06**, field is **required** ▪ For **Employee Status Code 02** field is **optional or zeroes**.
100	Retirement System Code	2	N	0	NX(2)	Indicates the Retirement System in which the employee is an active member ▪ For **Employee Status Codes 01, 05**, and **06**, field is **required** ▪ For **Employee Status Codes 02**, **03, and 04**, field **must be blank**
102	Retiree Return to Work Code	1	N	0	NX(1)	Indicates the provision under which the retired employee returned to work. ▪ For **Employee Status Codes 01, 05**, and **06**, field is **optional or blank** ▪ For **Employee Status Codes 02**, **03, and 04**, field **must be blank**
103	Sabbatical Status Code	1	N	0	NX(1)	Indicates which portion of the school year the employee was on sabbatical. ▪ For **Employee Status Codes 01, 05**, and **06**, field is **optional or blank** ▪ For **Employee Status Codes 02**, **03, and 04**, field **must be blank**

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104	PIP Salary Amount	6	N	0	N(6)	Additional salary amount provided to participants of PIP ▪ For **Employee Status Codes 01, 05**, and **06**, if not applicable enter **6 zeroes** ▪ For **Employee Status Codes 02**, **03, and 04**, field **must be 6 zeroes**
110	Total Salary Amount	6	N	0	N(6)	Total annual salary for all the positions for which employee is assigned, excluding PIP Salary amount ▪ For **Employee Status Codes 01, 05**, and **06**, field is **required** ▪ For **Employee Status Codes 02**, **03, and 04**, field **must be 6 zeroes**
116	Salary Reduction Code	2	N	0	NX(2)	Indicates the reason the employee's salary was reduced. ▪ For **Employee Status Codes 01, 05**, and **06**, field is **optional or blank** ▪ For **Employee Status Codes 02**, **03, and 04**, field **must be blank**
118	Employee Type Code	1	N	0	NX(1)	Code indicating whether employee is full or part-time. Format (**F** or **P**). **Required**
119	Contract Day Count	5	N	2	N(3) VN(2)	Number of workdays specified by the school system's contract(s) under which the employee is to be employed. ▪ For **Employee Status Codes 01, 05**, and **06**, field is **required** ▪ For **Employee Status Codes 02**, **03, and 04**, field **must be 5 zeroes**
124	Workday Minute Count	3	N	0	N(3)	Number of minutes in the normal workday that the employee is employed to work. **Required** ▪ For **Employee Status Codes 01, 05**, and **06**, field is **required** ▪ For **Employee Status Codes 02**, **03, and 04**, field **must be 3 zeroes**
127	Employee Status Code	2	N	0	NX(2)	Indicates status of employee (Must be **01, 02, 03, 04, 05, 06**) **Required**
129	Highly Qualified Flag Elementary Grades	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
130	Highly Qualified Flag Elem. Foreign Lang.	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
131	Highly Qualified Flag Middle School English/Language Arts	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
132	Highly Qualified Flag Middle School Mathematics	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
133	Highly Qualified Flag Middle School Science	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
134	Highly Qualified Flag Middle School Social Studies	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
135	Highly Qualified Flag Middle School Foreign Language	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
136	Highly Qualified Flag High School English/Language Arts	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
137	Highly Qualified Flag High School Mathematics	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
138	Highly Qualified Flag High School Science	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
139	Highly Qualified Flag High School Social Studies	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
140	Highly Qualified Flag High School Foreign Language	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
141	Highly Qualified Flag High School Arts	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area Must be **Y** or **N**
142	Highly Qualified Flag Paraprofessional	1	A	0	X(1)	Flag indicating whether a paraprofessional meets requirements to be Highly Qualified in the area Must be **Y** or **N**

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143	Hispanic/Latino	1	A	0	X(1)	Flag indicating whether the employee is Hispanic or Latino Must be **Y** or **N**
144	American Indian Or Alaskan Native Race	1	A	0	X(1)	Flag indicating whether the employee is American Indian or Alaskan Native Must be **Y** or **N**
145	Asian	1	A	0	X(1)	Flag indicating whether the employee is Asian Must be **Y** or **N**
146	Black Or African -American	1	A	0	X(1)	Flag indicating whether the employee is Black or African-American Must be **Y** or **N**
147	Native Hawaiian Or Other Pacific Islander	1	A	0	X(1)	Flag indicating whether the employee is Native Hawaiian or Other Pacific Islander Must be **Y** or **N**
148	White	1	A	0	X(1)	Flag indicating whether the employee is White Must be **Y** or **N**
149	District Employee Hire Date (Date of Hire)	8	N	0	N(8)	The date for those employees' hired by the district or school system. (Format: **MMDDYYYY). Required** for **Employee Status Code 01**, **05**, and **06**
157	Tenure, Status	2	A	0	X(2)	Code that indicates whether an employee **has tenure** (**01**) / **does not have tenure** (**02**), if an employee **had tenure but lost it** (**03**), or (**00**) if an tenure does not apply for an employee (i.e., charter school or not a teacher). ▪ For **Employee Status Codes 01, 05** and **06**, field is **required** ▪ For **Employee Status Code 02**, **03, and 04**, field is **optional or blank**.
159	Tenure, Date Added	8	N	0	N(8)	The date on which an employee received tenure. **(**Format: **MMDDYYYY). Required if Tenure, Status equals 01.** ▪ For **Employee Status Codes 01, 05** and **06**, field is **required** ▪ For **Employee Status Code 02**, **03, and 04**, field is **optional or blank**.
167	Tenure, Date Lost	8	N	0	N(8)	The date on which an employee lost tenure. **(**Format: **MMDDYYYY). Required if Tenure, Status equals 03.** ▪ For **Employee Status Codes 01, 05** and **06**, field is **required** ▪ For **Employee Status Code 02**, **03, and 04**, field is **optional or blank**.
175	Tenure, Reason	2	A	0	X(2)	Code that indicates the reason (if applicable) that an employee lost tenure. Required if **Tenure, Status** equals **03**. ▪ For **Employee Status Codes 01, 05** and **06**, field is **required** ▪ For **Employee Status Code 02**, **03, and 04**, field is **optional or blank**.
						Total Record Length = 176 Characters

PEP Site-Position Record Layout (PEP Record Type 200)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression use to report data
All "X" and "NX" data elements should be left justified and padded with spaces
All "N" and "V" data elements should be right justified and padded with zeroes

Note: Types A = (Alphanumeric) N = (Numeric)
All "A" data elements should be left justified and padded with spaces
All "N" data elements should be right justified and padded with zeroes

Start Position	Data Element	Length	Type	Decimal Places	Type/ Length	Description
1	System Indicator	3	A	0	X(3)	Must be "PEP". **Required**
4	Transaction Code	3	A	0	NX(3)	Must be "200" **Required**
7	Beginning Session Year	4	N	0	N(4)	The beginning year of the school session. Example, "2015" for the 2015-2016 school session. **Required**
11	Sponsor Code	3	A	0	X(3)	Sponsor Code of the district submitting data. **Required**
14	Site Code	6	A	0	X(6)	6-Digit site code assigned by LDE. **Required**
20	Social Security Number	9	N	0	N(9)	Official Social Security Number of the employee ▪ For **Employee Status Codes 01, 03, 04, 05** and **06**, field is **required** ▪ For **Employee Status Code 02**, use official SSN if known or substitute 998 followed by the 3-digit Sponsor Code and a 3-digit sequential number, field is **required**.
29	Employment Begin Date	8	N	0	N(8)	The date on which the employee's contract began for current fiscal year. **(**Format: **MMDDYYYY). Required**

37	Object Code	3	N	0	N(3)	Code describing the activity the employee performs (See PEP Appendix or LAUGH Guide). **Required**
40	Function Code	4	N	0	N(4)	Code describing the function to which the employee is assigned. **Required**
44	Employment End Date	8	N	0	N(8)	The date on which the employee's contract ends or on which the employment is terminated for current fiscal year. **(**Format: **MMDDYYYY). Required**
52	Annual Minutes Worked Count	6	N	0	N(6)	For the ***October*** collection period, report the total number of minutes that the employee is projected to work for fiscal year. For the ***June 30*** collection period, report the total number of minutes employee worked during fiscal year. ▪ For **Employee Status Codes 01, 05** and **06,** field is **required** ▪ For **Employee Status Codes 02, 03, and 04,** must be **6 zeroes**
58	Salary Amount (1st occurrence)	6	N	0	N(6)	Salary amount paid to the employee for the designated classification for this site-position record. ▪ For **Employee Status Codes 01, 05** and **06**, field is **required** ▪ For **Employee Status Codes 02, 03, and 04**, field must be **6 zeroes**
64	Salary Fund Account Code (1st occurrence)	2	N	0	NX(2)	Indicates the funding source for the amount reported in the 1st salary occurrence. ▪ For **Employee Status Codes 01, 05** and **06**, field is **required** ▪ For **Employee Status Codes 02, 03, and 04**, field must be **blank**
66	Salary Type Code (1st occurrence)	1	N	0	NX(1)	Indicates the type of salary corresponding to the amount for the 1st salary occurrence ▪ For **Employee Status Codes 01, 05** and **06**, field is **required** ▪ For **Employee Status Codes 02, 03 and 04**, field must be **blank**
67	Salary Amount (2nd occurrence)	6	N	0	N(6)	Salary amount paid to the employee for the designated classification for this site-position record. ▪ For **Employee Status Codes 01, 05** and **06**, if applicable, otherwise enter 6 zeroes. ▪ For **Employee Status Codes 02, 03, and 04**, field must be **6 zeroes**
73	Salary Fund Account Code (2nd occurrence)	2	N	0	NX(2)	Indicates the funding source for the amount reported in the 2nd salary occurrence. ▪ For **Employee Status Codes 01, 05** and **06**, if applicable, otherwise blank. ▪ For **Employee Status Codes 02, 03, and 04**, field must be **blank**
75	Salary Type Code (2nd occurrence)	1	N	0	NX(1)	Indicates the type of salary corresponding to the amount for the 2nd salary occurrence ▪ For **Employee Status Codes 01, 05** and **06**, if applicable, otherwise blank. ▪ For **Employee Status Codes 02, 03 and 04**, field must be **blank**
76	Salary Amount (3rd occurrence)	6	N	0	N(6)	(Same as Salary Amount (2nd occurrence))
82	Salary Fund Account Code (3rd occurrence)	2	N	0	NX(2)	(Same as Fund Account Code (2nd occurrence))
84	Salary Type Code (3rd occurrence)	1	N	0	NX(1)	(Same as Salary Type Code (2nd occurrence))
85	Salary Amount (4th occurrence)	6	N	0	N(6)	(Same as Salary Amount (2nd occurrence))
91	Salary Fund Account Code (4th occurrence)	2	N	0	NX(2)	(Same as Fund Account Code (2nd occurrence))
93	Salary Type Code (4th occurrence)	1	N	0	NX(1)	(Same as Salary Type Code (2nd occurrence))
94	Salary Amount (5th occurrence)	6	N	0	N(6)	(Same as Salary Amount (2nd occurrence))
100	Salary Fund Account Code (5th occurrence)	2	N	0	NX(2)	(Same as Fund Account Code (2nd occurrence))
102	Salary Type Code (5th occurrence)	1	N	0	NX(1)	(Same as Salary Type Code (2nd occurrence))
103	Home-based Site flag	1	A	0	X(1)	Indicates if the site code associated with this record is the employee's home-based site
						Total Record Length = 103

PEP Class Schedule Record Layout (PEP Record Type 210)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression use to report data
All "X" and "NX" data elements should be left justified and padded with spaces
All "N" and "V" data elements should be right justified and padded with zeroes

Note: Types A = (Alphanumeric) N = (Numeric)
All "A" data elements should be left justified and padded with spaces
All "N" data elements should be right justified and padded with zeroes

Start Position	Data Element	Length	Type	Decimal Places	Type/ Length	Description
1	System Indicator	3	A	0	X(3)	Must be "PEP". **Required**
4	Transaction Code	3	N	0	NX(3)	Must be "210" **Required**
7	Beginning Session Year	4	N	0	N(4)	The beginning year of the school session. Example, "2015" for the 2015-2016 school session. **Required**

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11	Sponsor Code	3	A	0	X(3)	Sponsor Code of the district submitting data. **Required**
14	Site Code	6	A	0	X(6)	6-Digit site code assigned by LDE. **Required**
20	Social Security Number	9	N	0	N(9)	Official Social Security Number of the employee ▪ For **Employee Status Codes 01, 03, 04, 05** and **06**, field is **required** ▪ For **Employee Status Codes 02**, use official SSN if known or substitute 998 followed by the 3-digit Sponsor Code and a 3-digit sequential number. Field is **required**.
29	Filler	8	A	0	X(8)	Filler Spaces (Formally *Employment Begin Date* – Data ignored)
37	Filler	3	A	0	X(3)	Filler Spaces (Formerly *Object Code* – Data ignored)
40	Filler	4	A	0	X(4)	Filler Spaces (Formerly *Function Code* - Data ignored)
44	Class Code	20	A	0	X(20)	The class code assigned by the School System and submitted via the Curriculum Class Schedule Record. **Required**
64	Twelve Hour Flag	1	A	0	X(1)	Indicates that the teacher's certificate does not list an endorsement for specific course, but he or she has earned 12 hours of college credit in the subject area and is allowed to teach two classes under this rule. Format: (Y or N)
65	Total Class Time Pct	3	N	2	N(1)VN (2)	Indicates percentage of class time by a teacher in a specific class.
						Total Record Length = 67

PEP Non-Attendance Record Layout (PEP Record Type 300)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression used to report data
All "X" and "NX" data elements should be left justified and padded with spaces
All "N" and "V" data elements should be right justified and padded with zeroes

Note: Types A = (Alphanumeric) N = (Numeric)
All "A" data elements should be left justified and padded with spaces
All "N" data elements should be right justified and padded with zeroes

Special Note: One record per incident of contiguous time away from the employee's normal work activity is preferred. (However, districts are allowed the option to submit one record per incident of non-attendance.

Start Position	Data Element	Length	Type	Decimal Places	Type/ Length	Description
1	System Indicator	3	A	0	X(3)	Must be "PEP". **Required**
4	Transaction Code	3	N	0	NX(3)	Must be "300" **Required**
7	Beginning Session Year	4	N	0	N(4)	The beginning year of the school session. Example, "2015" for the 2015-2016 school session. **Required**
11	Sponsor Code	3	A	0	X(3)	3-Digit sponsor code assigned by LDE. **Required**
14	Filler	6	A	0	X(6)	Filler spaces (Leave 6 blank spaces)
20	Social Security Number	9	N	0	N(9)	Official Social Security Number of the employee
29	Non-Attendance Event Start Date	8	N	0	N(8)	The calendar date beginning the time period the employee is away from normal work activity. **(**Format: **MMDDYYYY). Required**
37	Non-Attendance Event Category Code	2	N	0	NX(2)	Indicates the reason the employee was away from normal work activity.
39	Non-Attendance Event End Date	8	N	0	N(8)	The calendar date ending the time period the employee is away from normal work activity. **(**Format: **MMDDYYYY). Required**
47	Non-Attendance Event Day Count	4	N	1	N(3)VN(1)	The number of days, in increments no less than one-half day, an employee was away from normal work activity. **Required**

PEP Vacant Staff Demographic Record Layout (PEP Record Type 100)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression use to report data
All "X" and "NX" data elements should be left justified and padded with spaces
All "N" and "V" data elements should be right justified and padded with zeroes

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Note: Types A = (Alphanumeric) N = (Numeric)
All “A” data elements should be left justified and padded with spaces
All “N” data elements should be right justified and padded with zeroes

Start Position	Data Element	Length	Type	Decimal Places	Type/ Length	Description
1	System Indicator	3	A	0	X(3)	Must be “PEP”. **Required**
4	Transaction Code	3	A	0	X(3)	Must be “100”. R**equired**
7	Beginning Session Year	4	N	0	N(4)	The beginning year of the school session. Example, “2015” for the 2015-2016 school session. **Required**
11	Sponsor Code	3	A	0	X(3)	Sponsor Code of the district submitting data. **Required**
14	Filler	6	A	0	X(6)	Filler spaces (Leave 6 blank spaces). **Required**
20	Social Security Number	9	N	0	N(9)	▪ For **Vacant Positions**, use 999 followed by the 3 digit Sponsor Code and a 3-digit sequential number
29	Last Name	20	A	0	X(20)	For **Vacant Position**, field must be **blank**
49	Suffix	3	A	0	X(3)	
52	First Name	15	A	0	X(15)	
67	Middle Name	15	A	0	X(15)	
82	Sex Code, Employee	1	A	0	X(1)	For **Vacant Position**, field must be **blank**
83	Ethnic Code, Employee	N/A	N/A	N/A	N/A	For **Vacant Position**, field must be **blank**
84	Teaching Certificate					For **Vacant Position**, field must be **blank**
84	Type	4	A	0	X(4)	
88	Number	6	A	0	X(6)	
94	Suffix	1	A	0	X(1)	
95	Teaching Certificate Exception Code	1	N	0	NX(1)	For **Vacant Position**, field must be **blank**
96	Educational Level Code	2	N	0	NX(2)	For **Vacant Position**, field must be **blank**
98	Experience, Years Allowed Count (For Salary Level)	2	N	0	N(2)	For **Vacant Position**, field must be **blank**
100	Retirement System Code	2	N	0	NX(2)	For **Vacant Position**, field must be **blank**
102	Retiree Return to Work Code	1	N	0	NX(1)	For **Vacant Position**, field must be **blank**
103	Sabbatical Status Code	1	N	0	NX(1)	For **Vacant Position**, field must be **blank**
104	PIP Salary Amount	6	N	0	N(6)	For **Vacant Position**, field must be **filled with 6 zeros**
110	Total Salary Amount	6	N	0	N(6)	Total annual salary for all the positions for which employee is assigned, excluding PIP Salary amount
116	Salary Reduction Code	2	N	0	NX(2)	For **Vacant Position**, field must be **blank**
118	Employee Type Code	1	N	0	NX(1)	Code indicating whether employee is full or part-time. Format (**F** or **P**). **Required**
119	Contract Day Count	5	N	2	N(3) VN(2)	Number of workdays specified by the school systems contract(s) under which the employee is to be employed. **Required**
124	Workday Minute Count	3	N	0	N(3)	Number of minutes in the normal workday that the employee is employed to work. **Required**
127	Employee Status Code	2	N	0	NX(2)	For **Vacant Position**, field must be **01**
129	Highly Qualified Flag Elementary Grades	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
130	Highly Qualified Flag Elem. Foreign Lang.	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
131	Highly Qualified Flag Middle School English/Language Arts	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
132	Highly Qualified Flag Middle School Mathematics	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
133	Highly Qualified Flag Middle School Science	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
134	Highly Qualified Flag Middle School Social Studies	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**

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135	Highly Qualified Flag Middle School Foreign Language	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
136	Highly Qualified Flag High School English/Language Arts	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
137	Highly Qualified Flag High School Mathematics	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
138	Highly Qualified Flag High School Science	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
139	Highly Qualified Flag High School Social Studies	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
140	Highly Qualified Flag High School Foreign Language	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
141	Highly Qualified Flag High School Arts	1	A	0	X(1)	Flag indicating whether a teacher meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
142	Highly Qualified Flag Paraprofessional	1	A	0	X(1)	Flag indicating whether a paraprofessional meets requirements to be Highly Qualified in the area For **Vacant Position**, field must be **N**
143	Hispanic/Latino	1	A	0	X(1)	Flag indicating whether the employee is Hispanic or Latino Must be **Y or N For Vacant Position, field must be N**
144	American Indian Or Alaskan Native Race	1	A	0	X(1)	Flag indicating whether the employee is American Indian or Alaskan Native Must be **Y or N. For Vacant Position, field must be N**
145	Asian	1	A	0	X(1)	Flag indicating whether the employee is Asian Must be **Y or N. For Vacant Position, field must be N**
146	Black Or African -American	1	A	0	X(1)	Flag indicating whether the employee is Black or African-American Must be **Y or N**. For **Vacant Position**, field must be **N**
147	Native Hawaiian Or Other Pacific Islander	1	A	0	X(1)	Flag indicating whether the employee is Native Hawaiian or Other Pacific Islander Must be **Y or N**. For **Vacant Position**, field must be **N**
148	White	1	A	0	X(1)	Flag indicating whether the employee is White Must be **Y or N**. For **Vacant Position**, field must be **N**
149	District Employee Hire Date (Date of Hire)	8	N	0	N(8)	The date for those employees' hired by the district or school system. For **Vacant Position**, field must be **spaces (use carriage return line feed to maintain record length of 156 characters).**
157	Tenure, Status	2	A	0	X(2)	For **Vacant Position**, field must be **blank**
159	Tenure, Date Added	8	N	0	N(8)	For **Vacant Position**, field must be **blank**
167	Tenure, Date Lost	8	N	0	N(8)	For **Vacant Position**, field must be **blank**
175	Tenure, Reason	2	A	0	X(2)	For **Vacant Position**, field must be **blank**
						Total Record Length = 176 Characters

PEP Vacant Site-Position Record Layout (PEP Record Type 200)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression use to report data
All "X" and "NX" data elements should be left justified and padded with spaces
All "N" and "V" data elements should be right justified and padded with zeroes

Note: Types A = (Alphanumeric) N = (Numeric)
All "A" data elements should be left justified and padded with spaces
All "N" data elements should be right justified and padded with zeroes

Start Position	Data Element	Length	Type	Decimal Places	Type/ Length	Description
1	System Indicator	3	A	0	X(3)	Must be "PEP". **Required**

4	Transaction Code	3	A	0	NX(3)	Must be “200” **Required**
7	Beginning Session Year	4	N	0	N(4)	The beginning year of the school session. Example, “2015” for the 2015-2016 school session. **Required**
11	Sponsor Code	3	A	0	X(3)	Sponsor Code of the district submitting data. **Required**
14	Site Code	6	A	0	X(6)	6-Digit site code assigned by LDE. **Required**
20	Social Security Number	9	N	0	N(9)	For **Vacant Positions**, use 999 followed by the 3-digit Sponsor Code and a 3-digit sequential number.
29	Employment Begin Date	8	N	0	N(8)	The date on which the employee’s contract began for current fiscal year. **(**Format: **MMDDYYYY). Required**
37	Object Code	3	N	0	N(3)	Code describing the activity the employee performs (See PEP Appendix or LAUGH Guide). **Required**
40	Function Code	4	N	0	N(4)	Code describing the function to which the employee is assigned. **Required**
44	Employment End Date	8	N	0	N(8)	The date on which the employee’s contract ends or on which the employment is terminated for current fiscal year. **(**Format: **MMDDYYYY). Required**
52	Annual Minutes Worked Count	6	N	0	N(6)	For **Vacant Positions**, report the number of annual minutes required for the position
58	Salary Amount (1st occurrence)	6	N	0	N(6)	Salary amount allocated for Vacant Position (**Vacant Position Records must have at a minimum one salary data set. Salary data set includes salary amount, salary fund account code and salary type code)**
64	Salary Fund Account Code (1st occurrence)	2	N	0	NX(2)	Indicates the funding source for the amount reported for Vacant Position
66	Salary Type Code (1st occurrence)	1	N	0	NX(1)	Indicates the type of salary corresponding to the amount reported for Vacant Position
67	Salary Amount (2nd occurrence)	6	N	0	N(6)	Salary amount allocated for Vacant Position (*2nd occurrence*) (if applicable)
73	Salary Fund Account Code (2nd occurrence)	2	N	0	NX(2)	Indicates the funding source corresponding to the amount reported for Vacant Position (*2nd occurrence*) (if applicable)
75	Salary Type Code (2nd occurrence)	1	N	0	NX(1)	Indicates the type of salary corresponding to the amount reported for Vacant Position (*2nd occurrence)*
76	Salary Amount (3rd occurrence)	6	N	0	N(6)	(Same as Salary Amount (*2nd occurrence*)) **If N/A fill with (6) zeros**
82	Salary Fund Account Code (3rd occurrence)	2	N	0	NX(2)	(Same as Fund Account Code (*2nd occurrence)*) **If N/A leave blank**
84	Salary Type Code (3rd occurrence)	1	N	0	NX(1)	(Same as Salary Type Code *(2nd occurrence*)) **If N/A leave blank**
85	Salary Amount (4th occurrence)	6	N	0	N(6)	(Same as Salary Amount (*2nd occurrence*)) **If N/A fill with (6) zeros**
91	Salary Fund Account Code (4th occurrence)	2	N	0	NX(2)	(Same as Fund Account Code (*2nd occurrence*)) **If N/A leave blank**
93	Salary Type Code (4th occurrence)	1	N	0	NX(1)	(Same as Salary Type Code (*2nd occurrence*)) **If N/A leave blank**
94	Salary Amount (5th occurrence)	6	N	0	N(6)	(Same as Salary Amount (*2nd occurrence*)) **If N/A fill with (6) zeros**
100	Salary Fund Account Code (5th occurrence)	2	N	0	NX(2)	(Same as Fund Account Code (*2nd occurrence*)) **If N/A leave blank**
102	Salary Type Code (5th occurrence)	1	N	0	NX(1)	(Same as Salary Type Code (*2nd occurrence*)) **If N/A leave blank**
103	Home-based Site flag	1	A	0	X(1)	Indicates if the site code associated with this record is the employee’s home-based site
						Total Record Length = 103

PEP Vacant Class Schedule Record Layout (PEP Record Type 210)

N – Numeric V – Implied Decimal X – Alphanumeric NX – Numerical expression use to report data
All “X” and “NX” data elements should be left justified and padded with spaces
All “N” and “V” data elements should be right justified and padded with zeroes

Note: Types A = (Alphanumeric) N = (Numeric)
All “A” data elements should be left justified and padded with spaces
All “N” data elements should be right justified and padded with zeroes

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Start Position	Data Element	Length	Type	Decimal Places	Type/ Length	Description
1	System Indicator	3	A	0	X(3)	Must be “PEP”. **Required**
4	Transaction Code	3	N	0	NX(3)	Must be “210” **Required**
7	Beginning Session Year	4	N	0	N(4)	The beginning year of the school session. Example, “2003” for the 2003-2004 school session. **Required**
11	Sponsor Code	3	A	0	X(3)	Sponsor Code of the district submitting data. **Required**
14	Site Code	6	A	0	X(6)	6-Digit site code assigned by LDE. **Required**
20	Social Security Number	9	N	0	N(9)	For **Vacant Positions**, use 999 followed by the 3-digit Sponsor Code and a 3-digit sequential number.
29	Filler	8	A	0	X(8)	Filler Spaces (Formally *Employment Begin Date* – Data ignored)
37	Filler	3	A	0	X(3)	Filler Spaces (Formerly *Object Code* – Data ignored)
40	Filler	4	A	0	X(4)	Filler Spaces (Formerly *Function Code* - Data ignored)
44	Class Code	20	A	0	X(20)	The class code assigned by the School System and submitted via the Curriculum Class Schedule Record. **Required**
64	Twelve Hour Flag	1	A	0	X(1)	For **Vacant Position,** must be **N.**
65	Total Class Time Pct	3	N	2	N(1)VN (2)	For **Vacant Position**, field must = three zeroes (000); use carriage return line to maintain record length of **67** characters
						Total Record Length = 67

DRAFT

Element Name:	Annual Minutes Worked Count
Definition:	For the ***October*** (Budgeted) collection period: These data will reflect the total number of minutes the employee is **projected** to work within the current fiscal year at the specific site for the *specific* job assignment (classification) at the specific site. For the ***June 30*** (Actual) collection period: These data will reflect the total number of minutes the employee **worked** or was **paid** to work within the fiscal year at a site for a specific job assignment (classification). **Special Note:** *For the October (Budgeted) Collection period, the sum of the Annual Minutes projected to work should not exceed the product total of the Contract Day Count multiplied by the Workday Minutes Count.*
Field Length:	6
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report Common Core Data
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Site-Position (200), Position 52

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Element Name:	Class Code
Definition:	The Class Code ***uniquely*** identifies a class taught at a school. (See the Curriculum *User Guide*) Note: In order to link the student to their respective teachers and the courses taught, the Class Code submitted on the Curriculum record must match the Class Code submitted on the Student and Teacher Class Schedule records. *This data element will be used to match staff to students, staff to courses, and students to courses.*
Field Length:	20
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1st)
Record Layout(s) and Position(s):	Class Schedule (210), Position 44

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Element Name:	Classification Code
Definition:	An Object and Function code are combined to form the classification code, which is the code indicating the job function to which the employee is assigned as defined in the *Louisiana Accounting and Uniform Governmental Handbook for Local School Boards* (Bulletin 1929) **Example:** The classification for a kindergarten teacher would be 112 1105: **Object code** **112** for teacher **Function code** **1105** for kindergarten ***Note***: Appendix G contains a list of most frequently used classification codes, and a full list can be downloaded by going to the INSIGHT Portal and clicking on PEP under the Systems heading.
Field Length:	7
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report Common Core of Data
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Site-Position (200), Positions 37 (Object Code) and 40 (Function Code).

DRAFT

Element Name:	Contract Day Count
Definition:	Contract Day Count is defined as the annual total of workdays required and/or governed by one or more school district contracts (for an **employee class**) under which the staff member was employed for the school year being reported. Due to changes in an employee's contract(s), the October 1 and June 30 Contract Day may be different. **Special Notes:** For the **October** collection period, the PEP data will reflect the Contract Day Count derived from the contract(s) applicable for the reported individual as of October 1; i.e., the contract(s) from which budgeted salary data are determined. For the **June 30** collection period, the PEP data will reflect the number of contract days derived from the combined contracts under which the person actually worked throughout the school year. ***Caution:*** *Changes in Contract Day Count may result from contract revisions and/or from modifications to the positions or responsibilities of the employee during the school year. (See expanded Contract Day Count Definition in the Appendix E of this Guide.)* The Contract Day Count must **always** reflect the full time standard contract for the employee class that the employee is a member of.
Field Length:	5 = N(3)VN(2)
Field Format:	Numeric/Implied Decimal
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report Common Core Data
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 119

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Element Name:	District Employee Hire Date (District Hire date)
Definition:	The first day that the staff member was hired in the district or school system in which they are presently working in the State of Louisiana. **Note:** *This field should be blank spaces for Vacant Positions.*
Field Length:	8
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Teacher Certification
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 149

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Element Name:	Educational Level Code
Definition:	The most appropriate code indicating the highest level of academic achievement on which the **employee's salary is based** 01 - Less than high school 02 - High school (include all GED) 03 - Trade/Technical Certificate 04 - 1 yr. College 05 - 2 yrs. College 06 - Associate degree 07 - 3 yrs. College 08 - Bachelor's degree 09 - Master's degree 10 - Master's+30 11 - Educational Specialist 12 - Doctorate
Field Length:	2
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 96

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Element Name:	Employee Status Code
Definition:	**Indicates the status of the employee, LEA employee vs. Non-LEA Employee.** **01** **School Board Employee**: These are the same employees that we are currently collecting. No program edits modifications will be required. **02** **Post-Secondary Employee**: These are individuals that work at a Post-Secondary institute, such as the Technical Institutes, etc. **03** **Contracted Professional Services Persons**: These are individuals or a group that work for the School System under a Contracted Professional Services Contract. These are usually Speech Therapist or some other therapist position where there is a shortage in the field. Teacher Salary Schedule may not be applicable for this group because they are not regular employees. Therefore, they are not subject to the same salary guidelines as regular teachers. **04** **Third Party Contract Employee**: These persons are employed by a separate entity or organization that has a contract with the School Board to provide services. These are usually the Marine Institute Staff, etc. **05** **State Employees (Classified)**: These persons are Classified State employees working within a School System. **06** **State Employees (Unclassified)**: These persons are Unclassified State employees.
Field Length:	2
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 127

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Element Name:	Employee Type Code
Definition:	**Code indicating whether employee is full or part-time.** F = Full-time P = Part-time
Field Length:	1
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 118

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Element Name:	Employment Begin Date, Fiscal Year
Definition:	The initial employment date of the employee for the **current fiscal year.** Examples: For 12-month employees, the date should be "0701YYYY." For 9-month employees in a district where the first day of school for employees is August 15, the date should be "0815YYYY."* ***(Indicate the first day employees must report to work before the first day of classes.)***
Field Length:	8
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Site-Position (200), Position 29

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Element Name:	Employment End Date, Fiscal Year
Definition:	The last employment date of the employee for the **current fiscal year.** **Examples:** For twelve (12) month employees, the end date should be 0630YYYY. For nine (9) month employees, the end date should be the last day the employee is assigned to work.
Field Length:	8
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Site-Position (200), Position 44

DRAFT

Element Name:	Ethnic Code, Employee (Discontinued 2010-2011)
Definition:	The most applicable race or ethnic group to which an employee belongs. **1.** AMERICAN INDIAN/ALASKAN NATIVE. A person who has origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. **2.** ASIAN OR PACIFIC ISLANDER. A person who has origins in any of the original peoples of the Far Southeast, Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. **3.** BLACK (Not Hispanic). A person who has origins in any of the Black racial groups of Africa. **4.** HISPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. **5.** WHITE (Not Hispanic). A person who has origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.
Field Length:	1
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 83

DRAFT

Element Name:	Ethnicity, Employee – Flags – (6-one byte fields)
Definition:	At least one of the six race/ethnic flags must be "Y". Any applicable race or ethnic groups to which an employee belongs. **1.** HISPANIC/LATINO. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. **2.** AMERICAN INDIAN/ALASKAN NATIVE. A person who has origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. **3.** ASIAN. A person who has origins in any of the original peoples of the Far Southeast, Asia. This area includes, for example, China, Japan, Korea, or the Philippine Islands. **4.** BLACK OR AFRICAN-AMERICAN. A person who has origins in any of the Black racial groups of Africa. **5.** Native Hawaiian Or Other Pacific Islander. A person who has origins in the Pacific Islands and Samoa. **6.** WHITE (Not Hispanic). A person who has origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.
Field Length:	1
Field Format :	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Positions 143 - 148

DRAFT

Element Name:	Experience, Years Allowed Count
Definition:	The number of years of work experience commensurate with the employee's salary. Note: The field should be **00** if this is the employees first year working in this field.
Field Length:	2
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 98

DRAFT

Element Name:	Highly Qualified Teacher – Flags – (14-one byte fields)
Definition:	Indicates that employee is highly qualified according to the definition of Highly Qualified Teacher with regard to NCLB (***NO Child Left Behind***). **Must be Y or N.** **<u>14 Highly Qualified Areas:</u>** • **Elementary - General** • **Elementary – Foreign Language** • **Middle School – English** • **Middle School – Math** • **Middle School – Science** • **Middle School – Social Studies** • **Middle School – Foreign Language** • **High School – English** • **High School – Math** • **High School – Science** • **High School – Social Studies** • **High School – Foreign Language** • **High School – Art** • **Para-professional**
Field Length:	1
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 2 (October 1st CLASS) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Positions 129 – 142.

DRAFT

Element Name:	Home-Based Site Flag
Definition:	Code indicating whether or not the site code associated with the Site-Position record for the specific classification code is the employee's home-based site. This code must be **Y** or **N** for each site-position record associated with a PEP classification code.
Field Length:	1
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Site-Position (200), Position 103

DRAFT

Element Name:	LEA Sponsor Code
Definition:	Local Education Agency (LEA)/Sponsor Code assigned to School System by DOE.

001 Acadia
002 Allen
003 Ascension
004 Assumption
005 Avoyelles
006 Beauregard
007 Bienville
008 Bossier
009 Caddo
010 Calcasieu
011 Caldwell
012 Cameron
013 Catahoula
014 Claiborne
015 Concordia
016 DeSoto
017 East Baton Rouge
018 East Carroll
019 East Feliciana
020 Evangeline
021 Franklin
022 Grant
023 Iberia
024 Iberville
025 Jackson
026 Jefferson
027 Jefferson Davis
028 Lafayette
029 Lafourche
030 LaSalle
031 Lincoln
032 Livingston
033 Madison
034 Morehouse
035 Natchitoches
036 Orleans
037 Ouachita
038 Plaquemines
039 Pointe Coupee
040 Rapides
041 Red River
042 Richland
043 Sabine
044 St. Bernard
045 St. Charles
046 St. Helena
047 St. James
048 St. John the Baptist
049 St. Landry
050 St. Martin
051 St. Mary
052 St. Tammany
053 Tangipahoa
054 Tensas
055 Terrebonne
056 Union
057 Vermilion
058 Vernon
059 Washington
060 Webster
061 West Baton Rouge
062 West Carroll
063 West Feliciana
064 Winn
065 City of Monroe
066 City of Bogalusa
067 Zachary Community School System
068 City of Baker School System
069 Central Community School District
101 Special School District
300 RSD-New Beginnings Schools Foundation
302 Louisiana School for Math Science & the Arts
304 LA Schools for the Deaf and Visually Impaired
306 Louisiana Special Education Center
307 Howard School
311 AMIkids, Inc.
318 LSU Laboratory School
319 Southern University Lab School
321 New Vision Learning Academy
328 Southwest Louisiana Charter Acad. Foundation, Inc.
329 V.B. Glencoe Charter School
331 International School of Louisiana
333 Avoyelles Public Charter School
334 New Orleans Center for Creative Arts
336 Delhi Charter School
337 Belle Chase Academy, Inc.
339 Milestone Academy
340 The MAX Charter School
341 D'Arbonne Woods Charter School
343 Community School for Apprenticeship Learning, Inc.
344 Voices for International Business & Education
345 Louisiana Connections Academy
346 Lake Charles Charter Academy Foundation, Inc.
347 Lycee Francois de la Nouvelle-Orleans
348 New Orleans Military/Maritime Academy
349 Outreach Community Development Corporation (OCDC)
360 RSD-Educators for Quality Alternatives
361 RSD-Crescent Leadership Academy
363 RSD-Crescent City Schools
364 RSD-Community Leaders Advocating Student Success
366 RSD-Lagniappe Academies of New Orleans
367 RSD-Spirit of Excellence Academy
368 RSD-Morris Jeff Community School
369 RSD-ReNEW-Reinventing Education, Inc.
371 Shreveport Charter School, Inc.
373 RSD-Arise Academy
374 RSD-Success Preparatory Academy
381 RSD-Akili Academy of New Orleans
382 RSD-Collegiate Academies
384 RSD-Miller-McCoy Academy for Math and Business
385 RSD-New Orleans College Preparatory Academies
388 RSD-Broadmoor Charter School Board
389 RSD-Pelican Educational Foundation
390 RSD-Dryades YMCA
391 RSD-Friends of King
393 RSD-Choice Foundation
395 RSD-Algiers Charter Schools Association (ACSA)
396 Recovery School District-LDE
397 RSD-Institute for Academic Excellence
398 RSD-Knowledge is Power Program (KIPP) N.O.
399 RSD-Firstline Schools Inc.
3A5 RSD-Better Choice Foundation
3AP RSD-Celerity Schools Louisiana, Inc.
3AQ RSD-Baton Rouge University Preparatory School, Inc.
3B9 RSD-Friendship Louisiana, Inc.
A02 Office of Juvenile Justice
W1A JCFA-East
W1B Advantage Charter Academy
W2A Tallulah Charter School
W2B Willow Charter Academy
W31 Dr. Martin Luther King Charter School for Sci/Tech
W32 Joseph A. Craig Charter School
W3A Baton Rouge Charter Academy at Mid-City
W3B Iberville Charter Academy
W4A Delta Charter Group
W4B Lake Charles College Prep
W5B Northeast Claiborne Charter
W6A Northshore Charter School, Inc.
W6B Acadiana Renaissance Charter Academy
W7A Louisiana Key Academy
W7B Lafayette Charter Foundation
W8A Impact Charter Elementary
W9A Vision Academy
WAG Louisiana Virtual Charter Academy
WAK Southwest Louisiana Charter Academy
WAL JS Clark Leadership Academy
WAR Tangipahoa Charter School Association
WAU GEO Prep Academy of Greater Baton Rouge
WAV RSD-Democracy Prep Louisiana Charter School
WAW RSD-Baton Rouge Bridge Academy, Inc.
WAX RSD-Baton Rouge College Preparatory, Inc.

Field Length:	3
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records Federal Reports
Programs Requiring Data Element:	Annual Financial and Statistical Report Common Core Data
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 11 Site-Position (200), Position 11 Class Schedule (210), Position 11 Non-Attendance (300), Positon 11

DRAFT

Element Name:	Name, Employee
Definition:	The **legal** name of the employee: • **Last Name** (20 characters): Employee last name • **Suffix** (3 characters): Employee suffix (Jr., Sr., III, etc.) • **First Name** (15 characters): Employee first name • **Middle Name** (15 characters): Employee middle name or initial (do not include a period with the middle initial)
Field Length:	53
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Positions 29 – 67.

DRAFT

Element Name:	Non-Attendance Event Category Code
Definition:	A two-digit Non-Attendance reporting category that denotes the primary reason the employee was away from his or her normal work activity. 01-**Professional Development:** School District/Agency sanctioned activities, other than those included in the school calendar, for the purpose of employee enhancement. Reportable activities include *Curriculum-Based Workshops*, *Skills/Methods Training Workshops*, and *other workshops or training sessions related to the employee's job responsibilities.* 02-**School Related Business:** School District/Agency sanctioned activities, other than professional development. Examples of such activities are *Participation on Various Committees, such as Textbook Advisory Committee, School Policy Committee, School Safety Councils, etc. Other activities in this category include the following:* *Teacher Assessment Activities,* *Student Enrichment,* *Community Outreach, and* *Court Summons or Subpoena relating to school business*. 03-**Personal/Sick/Emergency Leave:** Paid or unpaid leave as approved by the School District/Agency for any personal reason(s). (This category excludes Extended Medical Leave, because the salary calculations are different.) 04-**Extended Medical Leave:** Medical leave as defined in Act 1341 of the 1999 Regular Legislative Session. The employee receives only 65% of his or her normal salary. There is a limit to the number of days that can be taken within a six-year period in this category. 05-**Annual/Vacation Leave:** Paid leave as approved by the School District/Agency. 06-**Extenuating Circumstances:** Paid or unpaid absences for time away from work that are outside the control of the employee. Examples of such activities are *Jury Duty, Military Leave, Assault Pay, Administrative Leave, Worker's Compensation, and any other School District/Agency approved absence not applicable to one of the categories listed above.*
Field Length:	2
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 9 (June 30th)
Record Layout(s) and Position(s):	Non-Attendance (300), Position 37

DRAFT

Element Name:	Non-Attendance Event Day Count
Definition:	The number of day(s), whole or half day(s), for which the employee was away from his or her normal work activity. **Note: Day count is a four-digit field with an implied decimal.** **Three and one-half days of non-attendance would be reported as (0035).** **The last digit must equal 0 or 5.** A Non-Attendance Record (PEP Record Type 300) should be submitted for an employee for each time period (whole or one-half day increments) that an employee is away from his or her normal work activity. **Example:** An employee was away from his or her normal work activity Monday, Tuesday, and again on Friday to attend a statewide conference for mathematics teachers. How would this information be reported to the PEP System? At minimum, two Non-Attendance records should be submitted, as follows: 1. You may elect to submit a record for each day, whether it was a whole or half-day. If you elect this option, you will submit three separate records, one record for each day the employee was away. **Or** 2. You may submit two Non-Attendance records, one reflecting the contiguous time period, and a second reflecting the time away on Friday. With the contiguous record, you would send one record with Monday's date as the Event Start Date and Tuesday's date as the Event End Date. You would also have a second Non-Attendance record reflecting the time the employee was away on Friday. The Event Start Date and the Event End Date would equal Friday's calendar date.
Field Length:	4
Field Format:	Numeric (3) VN(1)
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 9 (June 30th)
Record Layout(s) and Position(s):	Non-Attendance (300), Position 47

DRAFT

Element Name:	Non-Attendance Event End Date
Definition:	The last calendar day that the employee was away from his or her normal work activity for a specific occurrence of non-attendance. **Examples:** An employee was away from his or her normal work activity Monday, October 22, YYYY, and Tuesday, October 23, YYYY, attending a statewide conference for mathematics teachers. How would you report this information to the PEP System? A Non-Attendance record reflecting contiguous days would indicate the Event Start Date as 10/22/YYYY with the ***Non-Attendance Event End Date*** of 10/23/YYYY. The Event Day Count would be 0020 with an Event Category Code of 01.
Field Length:	8
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 9 (June 30th)
Record Layout(s) and Position(s):	Non-Attendance (300), Position 39

DRAFT

Element Name:	Non-Attendance Event Start Date
Definition:	The first calendar day that the employee was away from his or her normal work activity for a specific occurrence of non-attendance. **Examples:** An employee was away from his or her normal work activity Monday, October 22, YYYY, and Tuesday, October 23, YYYY, attending a statewide conference for mathematics teachers. How would you report this information to the PEP System? A Non-Attendance record reflecting contiguous days would indicate the ***Non-Attendance Event Start Date*** as 10/22/YYYY with the Event End Date of 10/23/YYYY. The Event Day Count would be 0020 with an Event Category Code of 01.
Field Length:	8
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 9 (June 30th)
Record Layout(s) and Position(s):	Non-Attendance (300), Position 29

DRAFT

Element Name:	PIP Salary Amount
Definition:	The additional amount of annual salary provided to an employee who is a participant in the Professional Improvement Program (PIP). (***Round to the nearest dollar***) **NOTE**: For the October collection period, the maximum allowed PIP Salary Amount is $3,721.00. The minimum PIP Salary Amount is $1,129.00. For the June 30 collection, the maximum PIP Salary Amount remains at $3721.00. The minimum PIP Salary Amount is reflective of the number of days worked within the fiscal year.
Field Length:	6
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 104

DRAFT

Element Name:	Retirement System Code
Definition:	The code representing the retirement system in which the employee is an active participant. 01 = Louisiana Teachers' Retirement System 02 = Louisiana Teachers' Retirement System Plan A 03 = Louisiana Teachers' Retirement System Plan B 04 = Louisiana Teachers' Retirement System DROP 05 = Louisiana School Employees' Retirement System 06 = Louisiana State Employees' Retirement System 07 = Louisiana Parochial School Employees' Retirement System 08 = FICA 09 = Louisiana School Employees' Retirement System DROP 10 = Louisiana State Employees' Retirement System DROP 11 = Louisiana Parochial School Employees' Retirement System DROP 98 = Other
Field Length:	2
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 100

DRAFT

Element Name:	Retiree Return to Work Code
Definition:	Applicable for both the October 1 and June 30 PEP Collection Periods. Report the appropriate Retiree Return to Work Code: “1" Retirees returning to work ***without*** any salary caps or limitations. (Salary is commensurate with education level and years of experience.) “2" Retirees returning to work ***with*** preset salary limits. (Employee has a preset earnings limit provision as a condition of his or her retirement.) **Special Note:** This field should remain blank for employees that are not retirees returning to work.
Field Length:	1
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Profile of Educational Personnel (PEP)
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 102

DRAFT

Element Name:	Sabbatical Status Code
Definition:	Code indicating which portion of the school year the employee was on sabbatical leave. The new Sabbatical Codes are as follows: **1** = First Half of the School Year **2** = Second Half of the School Year **3** = The Entire School Year. **9** = Extended Sick Leave **NOTE**: Object code 140 will no longer be used to identify employees on sabbatical. The sabbatical employee is to be reported to the PEP System using the employee's regular classification code on which his or her sabbatical pay is based. ***Only object codes 111 – 119 are to be used for submitting personnel data to the PEP System***. See Code Listing of PEP Personnel in the Appendix. **Special Note:** If not applicable, this field should remain blank.
Field Length:	1
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 103

DRAFT

Element Name:	Salary Amount
Definition:	Indicates the salary amount identified in one of the five salary occurrences listed in the Site-Position record. **For The October 1, Collection**: The amount of salary *budgeted for the position* **For The June 30, Collection:** The amount of *salary actually paid* within the current fiscal year to an employee for a position(s) *(Round to the nearest dollar.)* **NOTE:** Three data elements are required when reporting salary data. A Salary Type and Fund Code must accompany each salary amount reported on the Site-Position record.
Field Length:	6
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Site-Position (200), Positions 58, 67, 76, 85, and 94

DRAFT

Element Name:	Salary Fund Account Code
Definition:	Indicates the funding source for the salary amount identified in one of the five salary occurrences listed in the Site-Position record. Funding codes are as follows: **01** *General Fund* **10** *Federal* Use the code **10** to indicate other federal funding sources not listed below. **11** NCLB Funds (No Child Left Behind) **12** Special Education Funds **13** Title 1 Funds **20** *Special Revenue* **21** School Food Service Use the code **21** to indicate all special fund sources related to the Child Nutrition Programs. (Includes School Lunch, Breakfast, After School Snacks, Catering and Nutrition Education Programs.) **30** *Capital Projects* *Note: See Appendix for additional information regarding Fund Code use when reporting data to the PEP System.*
Field Length:	2
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Site-Position (200), Positions 64, 73, 82, 91, 100

DRAFT

Element Name:	Salary Type Code
Definition:	Code used to indicate the type of salary for the reported dollar amount. There are four salary types. They are as follows: **1** = Base Salary is the employee's regular salary excluding PIP Amount, Extra Compensation, Extended Employment. For the June 30 collection period, if an individual earns overtime pay the overtime pay would be included as Base Salary. *The Employee's contract and minute count would be adjusted to reflect the additional time worked.* **2** = Extra Compensation is additional salary paid to an employee for additional duties outside his or her regular job assignment. Activities such as coaching, yearbook advisor, cheerleader sponsor, etc. are considered additional duties and meet the definition for Extra Compensation. **3** = Extended Employment is the additional salary paid to vocational education instructors. The employee's classification code must include a function code in the 13XX series. **4** = National Board Certified Teacher is the additional salary paid to a teacher that has received a certificate from the National Board for Professional Teaching Standards (NBPTS). **NOTE**: Three data elements are needed to define salary data reported in the Site-Position record. If an employee's regular salary of $35,000.00 is paid from three funding sources, the salary data would be reported in the Site-Position as follows: Amount $10,000.00 / Salary Type = 1 / Fund code = 01 Amount $10,000.00 / Salary Type = 1 / Fund Code = 10 Amount $15,000.00 / Salary Type = 1 / Fund Code = 20 **Special Note:** If not applicable, this field should remain blank.
Field Length:	1
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Site-Position (200), Positions 66, 75, 84, 93, 102

DRAFT

Element Name:	Salary Reduction Code
Definition:	The code indicating the reason an employee's June 30 salary data are less than the budgeted salary data when the time worked equals the same full time equivalent (FTE) status reflected in the October 1 data collection. The codes are as follows: **01** = Residual Pay: The employee did not receive his or her full salary compensation. Instead, the employee received partial pay. Example: an employee has exhausted his or her paid leave and the school system is allowing the individual to collect the residual pay that remains after paying for a day-by-day substitute. **02** = Extended Medical: The employee is on extended medical leave and is receiving only a portion of his or her regular salary amount. **03 =** Other: Any district approved "reduced" pay granted to an employee. The salary amount when compared to the October 1 budgeted data is reduced, but the FTE for the June 30 collection is equal to the FTE for the October data. **Example:** For the October 1 data collection period, an employee's total salary is budgeted at $40,000.00, with an FTE = 1. For the June 30 collection, the total salary actually paid is $27,000.00, with an FTE = 1. A salary reduction code would be provided to indicate that while the FTE remained 1, some situation resulted in a salary reduction. **Special Note:** If not applicable, this field should remain blank.
Field Length:	2
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 116

DRAFT

Element Name:	Session Year, Beginning
Definition:	The 12-month period of time denoting the beginning of the school year for the current fiscal year for school accounting purposes. **Example:** For the Fiscal Year beginning July 1, 2015, through June 30, 2016, the beginning session year will be **2015.**
Field Length:	4
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 7 Site-Position (200), Position 7 Class Schedule (210), Position 7 Non-Attendance (300), Position 7

DRAFT

Element Name:	Sex Code, Employee
Definition:	Employee's sex. M – Male F – Female **NOTE**: *Employee's sex code must be in uppercase letters*.
Field Length:	1
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 82

DRAFT

Element Name:	Site Code
Definition:	The six-digit code assigned by LDE to the employee's home-based site. The site code for the central office is ***XXX700***; ***XXX*** represents the LEA code. See LEA Sponsor Code for full list. Example: The central office code for Acadia parish would be ***001700; 001*** is Acadia's LEA code and 700 is the code for the central office. **Note: Each LEA must report Staff records for the central office.** **For October 1:** Only one Staff record per LEA should be coded as *111/2321*. (Code Assistant/Deputy Superintendents as *111/2324*.) **For June 30:** More than one record can be submitted to the PEP with an object classification code of *111/2321* if more than one person served as Superintendent during the fiscal year.
Field Length:	6
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Common Core Data
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Site-Position (200), Position 14 Class Schedule (2010), Position 14

DRAFT

Element Name:	Social Security Number, Employee
Definition:	The official number assigned to the employee by the Social Security Administration Office. ***Note:*** For vacant positions, use 999 followed by the 3-digit LEA Sponsor Code and a 3-digit sequential number. For Employee Status Code **02**, use official SSN if known or substitute 998 followed by the 3-digit LEA Sponsor Code and a 3-digit sequential number.
Field Length:	9
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	All PEP Reporting Annual Financial and Statistical Report
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 20 Site-Position (200), Position 20 Class Schedule (210), Position 20 Non-Attendance (300), Position 20

DRAFT

Element Name:	System Indicator
Definition:	Three characters assigned by Information Technology Services (ITS) to designate the system to be used. The system indicator for the Profile of Educational Personnel is **PEP.**
Field Length:	3
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	All PEP Reporting
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 1 Site-Position (200), Position 1 Class Schedule (210), Position 1 Non-Attendance (300), Position 1

DRAFT

Element Name:	Teaching Certificate
Definition:	Louisiana teaching certificate type and number with any applicable suffix. Positions 1-4 represent the **certificate type.** Positions 5-10 represent the **certificate number.** Position 11 represents the **certificate suffix,** where applicable. Examples: A certificate of Type C Number 1341 Suffix N (should be entered as Csss001341N (s denotes a space.) Type B Number 123456 (should be entered as Bsss123456*s)* (*s* denotes a space.) **NOTE:** ▪ The certificate type must be left justified and padded with spaces for positions not used. ▪ The certificate number must be right justified and padded with leading zeroes. ▪ The suffix should be blank, if not applicable, or N. ▪ Therefore, the teaching certificate always consists of **eleven positions**. See the Appendix for a list of teaching certificates and the abbreviation required for PEP data.
Field Length:	11
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Positions 84-94

DRAFT

Element Name:	Teaching Certificate Exception Code
Definition:	The code representing the allowed exception in which a teacher may teach without possessing a Louisiana teaching certificate issued by the Office of Teacher Certification. The certificate Type and Certificate Number fields must be blank when using a Certificate Exception Code. **3** = Foreign Language Associate (formerly CODOFIL) **5** = Certificate Pending (Documentation in process)***** **6** = Louisiana School for Math, Science, and the Arts **9** = Certificate Not Applied for * **Note**: Exception Code 5, "Certificate Pending (Documentation in process)," is to be used only as a *temporary* indicator. **It is critical that this exception code is removed and the certificate number added to the PEP record as soon as the teaching certificate is issued.** **Special Note:** If not applicable, this field should remain blank.
Field Length:	1
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 95

DRAFT

Element Name:	Tenure, Date Added
Definition:	The date that an employee received tenure.
Field Length:	8
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 159

DRAFT

Element Name:	Tenure, Date Lost
Definition:	The date that an employee lost tenure.
Field Length:	8
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 167

DRAFT

Element Name:	Tenure, Reason
Definition:	Indicates the reason (if applicable) that an employee had tenure but lost it: 01 = Lost due to effectiveness 02 = Lost due to felony/other reason
Field Length:	2
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 175

DRAFT

Element Name:	Tenure, Status
Definition:	Indicates the tenure status of the employee (teacher): 00 = Not applicable (Charter school or not a teacher) 01 = Has tenure 02 = Does not have tenure 03 = Had tenure but lost it
Field Length:	2
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 157

DRAFT

Element Name:	Total Class Time Percentage
Definition:	Captures percentage of class time by a teacher in a specific class. (***Must = three zeroes for Vacant Position Record***)
Field Length:	3
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 2 (CLASS)
Record Layout(s) and Position(s):	Class Schedule (210), Position 65

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Element Name:	Total Salary Amount
Definition:	The total annual budgeted/actual salary for all classification(s) reported in the Site-Position record(s) for the reported Social Security Number. This amount includes all salary types, excluding the PIP Salary Amount. The sum of the salary amounts reported on the site-position records will be matched against the Total Salary Amount reported on the Staff record. **NOTE**: For the October collection period, the total salary amount is always the amount budgeted (excluding PIP) for the contract time period specified in the Staff record. For the June 30 collection period, the total salary amount will reflect the actual salary paid for the span of the contract(s).
Field Length:	6
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 110

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Element Name:	Transaction Code
Definition:	The code indicating the specific PEP record type. Transactions codes are as follows: **100** Staff Record **200** Site-Position Record **210** PEP Class Schedule Record **300** PEP Non-Attendance Record **NOTE**: Each PEP record has a unique Transaction Code that identifies the data required for each record type.
Field Length:	3
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 4 Site-Position (200), Position 4 Class Schedule (210), Position 4 Non-Attendance (300), Position 4

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Element Name:	Twelve-Hour Flag
Definition:	Flag that indicates a teacher is not certified for one of the courses he or she is teaching, but has earned twelve college credit hours in the subject area. He or she is allowed to teach a maximum of two courses under the twelve-hour provision. NOTE: Field Should Be **Blank.** Code must be **Y** or **N**. (***No Longer a Valid Certification Option***)
Field Length:	1
Field Format:	Alphanumeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	Annual Financial and Statistical Report
Collection Period:	Period 2 (October 1st CLASS)
Record Layout(s) and Position(s):	Class Schedule (210), Position 64

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Element Name:	Workday Minute Count
Definition:	**For The October 1 Collection***: Workday Minute Count is defined as the number of scheduled minutes in an employee's normal workday applicable for the combination of one or more contracts under which the individual was employed. **For The June 30 Collection***: If the number of work-minutes required each workday varied day-by-day, or during other time periods under the contract mix, then the sum of the number of work-minutes WORKED for EACH workday within the span of time is to be reported as a weighted Workday Minute Count average. *The Workday Minute Count is specific to the contract combination (or "mix") of the CLASS OF EMPLOYEES. If the length of the workday for this CLASS OF EMPLOYEES is variable, you will need to determine and enter the weighted average workday minutes; i.e., the ANNUAL TOTAL of workday minutes for the specific "contract mix" divided by the applicable Contract Day Count. *(See Examples provided in the Appendix.)*
Field Length:	3
Field Format:	Numeric
Use Types:	State reports Local Accountability Permanent Records
Programs Requiring Data Element:	None
Collection Period:	Period 1 (October 1st) Period 9 (June 30th)
Record Layout(s) and Position(s):	Staff Demographic (100), Position 124

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APPENDIX D – ERROR CODES & MESSAGES

The following information is provided to assist in responding to any edits which have been generated from the Profile of Educational Personnel (PEP) data submission. There are three types of PEP edits:

	TYPE	RESULT
1	**Critical Error**	An error occurred that caused the program to stop processing at that point the remaining data on that particular record; records with that specific SSN are not added to the database.
2	**Error**	An error occurred while processing a record; the data were not loaded to the database. ***Only Error-Free Records are loaded to the PEP database.***
3	**Warning**	Record processed **AND** loaded to the database.

Records that have generated **Critical Errors** or **Errors** *must* be corrected and resubmitted error-free.

Warnings, however, merely indicate that the data submitted *appear* to be *unusual*. Therefore, warnings require a verification of the data that generated the warning and an appropriate change ONLY IF the data are indeed incorrect.

The edits have been numbered and the Error Correction Report designed to make error identification and correction as easy as possible for the user. The edit numbers have been grouped by data element and are listed in this guide in numerical order. To research and correct data errors, proceed as follows:

1. Find the edit number in the Batch Edit Guide that matches the edit number listed on the most recent error correction report.

2. Perform the suggested method of data correction.

The following is a description of commonly used terms:

1. Digits - the digits 0 through 9

2. Alphabet - the letters of the alphabet and some special characters
   (Note: All Alpha Characters must be Uppercase)

Characters - the digits 0 through 9, letters of the alphabet, and special characters.

The following error code definitions describe error messages that may be received after processing data for the PEP. These messages are designed to facilitate the correction of errors before data are resubmitted.

Special error messages notes:

Error Messages 1 through 5 and 7 apply to all PEP Records. The data contained in these fields govern the System Indicator, Transaction Code, Beginning School Session, Sponsor Code, and

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Site Code. All of these elements are pivotal to the processing of your district's PEP file. If an error occurs in one of these fields, it will generate a Critical Error.

Error Messages beginning with "**1XX**" are generated from data errors that occurred on the Staff Record (PEP Record Type 100).

Error Messages beginning with "**2XX**" are generated from data errors that occurred on the Site Position or Class Schedule Record (PEP Record Type 200 or 210).

Error Messages beginning with "**3XX**" are generated from data errors that occurred on the Non-Attendance Record (PEP Record Type 300).

Error Messages beginning with "**9XX**" are generated from data errors that occurred on the Vacant Position Record. Vacant Position Records are identified with the SSN = to 999 followed by the three-digit Sponsor Code followed by a three-digit sequential number beginning with 001.

Record 100 Errors (1xx)

001. ***Critical Error:*** **Invalid System Indicator**

Cause: System Indicator not = "PEP" or the field is blank.

Solution: Change the value to "PEP".

002. ***Critical Error:*** **Invalid Transaction Code**

Cause Transaction Code not = "100", "200", "210", "300", or the field is blank.

Solution: Change the value to "100", "200", "210", or "300".

003. Critical Error: **Invalid Beginning School Session Year**

Cause: Information in this field does not match the Header Record school session or the Beginning School Session year is not valid to the current opened database.

Solution: Change the value to match the Header Record Beginning School Session Year or make sure information being submitted is for the current opened database.

004. Critical Error **Invalid Sponsor Code**

Cause: Sponsor Code does not match that of the Header Record or is not a valid Sponsor Code.

Solution: Change the value to match the Sponsor Code of the Header Record.

005. Error: **Invalid Sponsor Code for Site Code**

Cause: Sponsor Code and first three digits of Site Code do not match.

Solution: Verify the correct value for Sponsor Code or Site Code.

006. Critical Error: **Discontinued Edit**

Cause:

Solution:

007. Critical Error: **Invalid Site Code**

Cause: Site Code not found on Sponsor Site database, Site is closed, or Site is not required to submit PEP data.

Solution: Verify the Site Code.

008. Error: **Invalid Filler (bytes 14 -19) on STAFF Record**

Cause: Positions 14-19 on the Staff Record must be blank.

Solution: Make spaces 14-19 on the Staff record blank.

009. Error: **Invalid Filler (bytes 14 -19) on Non-Attendance Record**

Cause: Positions 14-19 on the Non-Attendance Record must be blank.

Solution: Make spaces 14-19 on the Non-Attendance record blank.

011. Error: **Invalid Social Security Number**

Cause: Social Security Number is not numeric, is not within the valid range 000000001-799999999, does not begin with 998 0r 999, or field is blank.

Solution: Change Social Security Number to be a numeric value within the valid range 000000001-799999999 or it must begin with 998 or 999 for Post-Secondary or Vacant position respectively.

012. Error: **SSN Duplicated Within LEA**

Cause: Social Security Number must be unique within LEA (Only one Staff Record per SSN).

Solution: Validate the Social Security Number so that it is unique within your LEA.

013. Error: **SSN Duplicated in 2 or More Districts for October 1 collection period**

Cause: Social Security Number cannot be reported in 2 or more Districts as a Full time Employee.

Solution: Validate the Social Security Number so that a full time employee is reported within one district.

014. Error: **Database Closed for Processing**

Cause: PEP data have been transmitted outside of the submission dates listed in the current PEP Time Line.

Solution: Confirm the submission dates as outlined in the PEP Time Line.

015. Error: **Class Schedule Record Invalid for October 1 or June 30 End-Year collection period**

Cause: Class Schedule Records may not be included for the October 1 or End Year, June 30 collection period.

Solution: Do not include Class Schedule Records with the October 1 or End Year, June 30 collection period.

016. Error: **Discontinued Edit**

Cause:

Solution:

017. Error: **SSN Bytes 4-6 Must = Sponsor Code for Generated SSN**

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Cause: Social Security Number is a Generated SSN, but Social Security Number (pos 4-6) does not equal Sponsor Code.

Solution: Change Social Security Number (pos 4-6) to equal the Sponsor Code for a Generated SSN

100. Error: **Invalid Last Name**

Cause: The first byte of the Last Name is space or the second and third bytes are spaces, or a byte is not A-Z, apostrophe, or dash.

Solution: Verify and change to the staff's correct Last Name.

102. Error: **Invalid Staff Name (suffix)**

Cause: At least one byte of Suffix Name is not A-Z, period, or space.

Solution: Verify and change to the staff's correct Name suffix.

104. Error: **Invalid First Name**

Cause: The first byte of the First Name is a space and/or each other byte is not A-Z, an apostrophe, dash or space.

Solution: Verify and change to the staff's correct First Name.

106. Error: **Invalid Middle Name**

Cause: At least one byte of Middle Name is not A-Z, apostrophe, dash, period.

Solution: Verify and change to the staff's correct Middle Name.

108. Error: **Invalid Sex Code**

Cause: Sex Code not = "M" or "F".

Solution: Change value to "M" or "F".

110. Error: ***Invalid Ethnic Race Data***

Cause: Only “Y” or “N” is accepted in any of the ethnicity fields.

Solution: Verify that only “Y” or “N” are in the ethnicity fields.

111. Error: ***Invalid Ethnic Race data at least one must be selected (one must be checked "Y")***

Cause: At least one byte of the ethnicity fields must be “Y”.

Solution: Change at least one value in the ethnicity field =”Y”.

115. Error: **Invalid Contract Day Count**

Cause: Contract Day Count not numeric, not > 0, not <= maximum value, or blank.

Solution: Enter the correct Contract Day Count.

117. Error: **Invalid Data for Employee Status Code**

Cause: Data in certain fields may need to be default values. This includes *Retirement System Code*, *PIP Salary Amount*, *Total Salary Amount*, *Contract Day Count*, and *Workday Minute Count,* depending on employee status code.

Solution: Make sure that the Status Code of Employee is correct or set the salary information on the Staff Record (Record 100) to the default values.

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118. Error: **Invalid Workday Minute Count**

Cause: Workday Minute Count not numeric, not > 0, not <= maximum value on Annual Edit Table.

Solution: Enter the correct Workday Minute Count.

120. Error: **No Site-Position Record**

Cause: Each Staff Record must have at least one Site-Position Record.

Solution: Verify the existence of a matching Site-Position Record

125. Error: **Invalid Employee Type Code**

Cause: Employee Type Code not = "F" or "P", or field is blank.

Solution: Change the value to "F" for Full-time or "P" for Part-time.

130. Error: **Invalid Teaching Certificate Data**

Cause: Teaching Certificate Data (Type Code, Number) invalid or blank when it is required.

Solution: Correct the Certificate Data to valid values or blank depending on Employee Status Code.

131. Error: **Certificate Not Reported for Instructional Position**

Cause: Certificate ***must*** be reported for an Instructional Position unless 1-Program is Head Start, 2-ROTC, 3-Post-Secondary employee or 4-Teaching Certificate Exception Code is reported.

Solution: Report the Teacher's Certificate for an Instructional Position or report the Exception Code, since it is not a Head Start, ROTC Program, or Post-Secondary.

132. Error: **Certificate Number Duplicated within LEA at site**

Cause: Duplicate Certificate Numbers are reported by LEA at this site.

Solution: Validate the Certificate Numbers for uniqueness.

133. Error: **Years Experience Count Invalid for Certificate Type**

Cause: Allowed Years Experience Count less than that allowed for Certificate Type

Solution: Change the Allowed Years Experience Count to match the Certificate Type Code requirements.

135. Error: **Certificate Does Not Match Name & SSN on Teacher Certification Database**

Cause: Certificate Number incomplete or not correct, or Name and SSN do not match Name and SSN on Teacher Certification database.

Solution: Verify correct SSN and legal name. Change name and SSN on either PEP or Teacher Certification database, whichever is in error.

136. Error: **Certificate Not Found on Teacher Certification Database**

Cause: Certificate Number incomplete or not correct and cannot be found on Teacher Certification database.

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Solution: Verify Certificate Type Code, Certificate Number, and Certificate Suffix Code and submit the valid certificate.

137. *Error:* **Certificate Does Not Match SSN on Teacher Certification Database**

Cause: PEP SSN does not match the SSN on the Teacher Certification database.

Solution: Verify the correct SSN. Change the database with the error, either PEP or Teacher Certification.

138. *Warning:* **Certificate Last Name Does Not Match Name on Teacher Certification Database**

Cause: Last Name reported on PEP does not match last name on Teacher Certification Database.

Solution: Verify the correct legal last name. Change the name on whichever database is in error, either the PEP or Teacher Certification database.

139. Error: **Certification Number Incomplete: Suffix Missing**

Cause: Certification Number Incomplete: Suffix Missing.

Solution: Change the Certification Number to include a valid Suffix.

150. Error: **Invalid Teaching Certificate Exception Code**

Cause: Teaching Certificate Exception Code not blank or not a valid value.

Solution: Change Certificate Exception Code to blank or to a valid value.

151. Error: **Teaching Certificate Exception Code Invalid for Non-Instructional Staff**

Cause: Teaching Certificate Exception Code should not be reported for non-instructional positions.

Solution: Change Certificate Exception Code to blank for Non-Instructional Staff.

153. Error: **Teaching Certificate Exception Code Invalid with Certificate**

Cause: Teaching Certificate Exception Code is invalid when a Teaching Certificate Number is reported.

Solution: Remove Teaching Certificate Exception Code when a Teaching Certificate Number is reported.

160. Error: **Invalid Educational Level Code**

Cause: Educational Level Code not valid.

Solution: Change Educational Level Code to a valid value.

161. Warning: **Educational Level Does Not Match Level on Certificate**

Cause: Educational Level must match level on Certificate.

Solution: Change Educational Level to match level on Certificate or update Certificate.

162. Error: **Educational Level Less Than Bachelor for Instructional Position**

Cause: Educational Level must be at least Bachelor, unless ROTC or Certificate Type Code = "AN", "VT", "VP", or "FL" which was Exception Code="3".

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Solution: Change Educational Level Code to Bachelor or higher for Instructional Position.

164. ***Error:*** **Invalid Date of Hire**
Cause: Date of Hire for staff is invalid or missing.
Solution: Add Date of Hire for staff member.

165. Error: **Invalid Allowed Years Experience Count**
Cause: Allowed Years Experience Count not numeric, not in valid range, or field is blank.
Solution: Change Allowed Years Experience Count to be in the valid range of numeric values.

166. Error: **Invalid Highly Qualified Flag Occurrence: xx**
Cause: xx number of Highly Qualified Flags are not valid values.
Solution: Flag must be **Y** or **N** (blanks and other characters not valid)

167. Error: **Invalid Employee Status Code**
Cause: Employee Status Code not a valid value.
Solution: Change code to a valid value (**01, 02, 03, 04, 05, or 06**)

170. Error: **Invalid Retirement System Code**
Cause: Retirement System Code is not a valid value.
Solution: Change Retirement System Code to a valid value or a blank, if appropriate.

175. Error: **Invalid Retiree Return to Work Code**
Cause: Retiree Return to Work Code not blank and not a valid value.
Solution: Change Retiree Return to Work Code to a blank or a valid value.

180. Error: **Invalid Sabbatical Status Code**
Cause: Sabbatical Status Code not a valid value and not blank.
Solution: Change Sabbatical Status Code to a valid value or blank.

181. Error: **Sabbatical Status Code Invalid for Non-Instructional Position**
Cause: Sabbatical Status Code cannot be used with a non-instructional position.
Solution: Verify that the object and function codes refer to an Instructional Position when using a Sabbatical Status Code.

185. Error: **PIP Salary Amount Not Numeric**
Cause: PIP Salary Amount must be numeric.
Solution: Change PIP Salary Amount to a numeric value.

186. Error: **PIP Salary Amount Invalid: No Certificate Reported**
Cause: PIP Salary Amount cannot be greater than zero when No Certificate is reported.
Solution: Change PIP Salary Amount to zero or add the certificate number.

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187. Error: **PIP Salary Amount not between Minimum and Maximum Amounts Allowed**

Cause: PIP Salary Amount must be between Minimum (1129) and Maximum (3721) Amounts.

Solution: Verify the PIP Salary Amount to ensure it is between the Minimum and Maximum Amounts Allowed when PIP Salary Amount is greater than zero.

190. Error: **Invalid Total Salary Amount**

Cause: Total Salary Amount not numeric, not in the valid range, or field is blank.

Solution: Change Total Salary Amount to a numeric value in the valid range.

191. Error: **Total Salary Amount Not Equal to the Sum of Salary Amounts on Site-Position records**

Cause: Total Salary Amount must equal the Sum of Salary Amounts on all Site-Position Records.

Solution: Recalculate the Total Salary Amount to equal sum of all Salary Amounts on all Site-Position Records.

193. Error: **Total Salary < Minimum Wage for Non-Instructional Position**

Cause: Total Salary must be >or = Minimum for Non-Instructional Positions.

Solution: Recalculate Total Salary to be >or = Minimum for a Non-Instructional Position.

195. Error: **Invalid Salary Reduction Code**

Cause: Salary Reduction Code is not a valid code of 1, 2, 3, or blank.

Solution: Change the Salary Reduction Code to a valid value of 1, 2, 3, or blank.

196. Error: **Salary Reduction Code Invalid for October 1 Data Collection**

Cause: Salary Reduction Code may not be entered for October 1 Data Collection.

Solution: Enter blank spaces for the Salary Reduction Code field.

Record 200 Errors (2xx)

207. Error: **No Matching Staff Record**

Cause: A corresponding Staff Record was not submitted with the same Beginning School Session Year, Sponsor Code, and Social Security Number.

Solution: Verify the SSN and submit a matching Staff Record for this Site-Position

208. Error: **Duplicate Site-Position record**

Cause: Site-Position records must be unique.

Solution: Remove or change the duplicate Site-Position record.

210. Error: **Invalid Object Code or Not Allowed on PEP**

Cause: Object Code not valid value for PEP or field is blank.

Solution: Change Object Code to a valid value for PEP.

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217. Error: **Invalid Salary Data for Employee Status Code**

Cause: Salary Data may need to be default values. This includes *Annual Minutes, Salary Amount, Fund Account Code, and Salary Type Code,* depending on the Employee Status Code.

Solution: Make sure that the Status Code of Employee is correct or set the salary information on the Site Record (record 200) to the default values.

218. Error: ***Invalid Object/Func for Superintendent***

Cause: Type 2 or 5 Charter is using the incorrect Object Function Code combination for an administrator.

Solution: Change the Object Function Code to 111/2490 for administrators.

219. Error: **Invalid Function Code for Object Code**

Cause: Function Code is not valid for Object Code.

Solution: Change the Function Code to a valid code corresponding to the Object Code.

220. Error: **Invalid Function Code**

Cause: Function Code not valid value or field is blank.

Solution: Change Function Code to a valid value.

221. Error: **No matching Class Schedule record**

Cause: A Class Schedule record is required for this Object and Function Code when ASR Method = Extract and when the Processing Period is October 1.

Solution: Change the Object Code / Function Code combination to one not requiring Class Schedule records or revise ASR Method of Forms Submission to Batch.

225. Error: **Invalid Employment Begin Date**

Cause: Employment Begin Date is not numeric, not a valid date, or is blank.

Solution: Change Employment Begin Date to a valid date.

226. Error: **Employment Begin Date Later Than PEP Processing Period Effective Date**

Cause: Employment Begin Date must not occur later than the Processing Period Effective Date.

Solution: Change Employment Begin Date to a date on or before Processing Period Effective Date.

227. Error: **Employment Begin Date Later than School Close Date**

Cause: Employment Begin Date must not occur later than the School Close Date.

Solution: Verify the accuracy of the Employment Begin Date and the School Close Date.

230. Error: **Invalid Employment End Date**

Cause: Employment End Date is not numeric, not a valid date, outside school year range or is blank.

Solution: Change Employment End Date to a valid date.

231. Error: **Employment End Date Earlier Than Employment Begin Date**

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Cause: Employment End Date is not later than Employment Begin Date.

Solution: Verify that Employment End Date occurs on or after Employment Begin Date.

232. Error: **Overlapping Employment Dates on Site-Position Records**

Cause: Employment Dates may not overlap on Site-Position records when all other key fields are identical.

Solution: Change the Begin and End Employment dates on the Site-Position records so that they do not overlap when Site Code, SSN, Object Code and Function Code are identical.

233. Error: **Employment End Date Later than School Close Date**

Cause: Employment End Date must not occur later than the School Close Date.

Solution: Verify the accuracy of the Employment End Date and the School Close Date.

240. Error: **Invalid Annual Minutes Worked Count**

Cause: Annual Minutes Worked Count not numeric, not greater than zero, or is greater than the maximum value for the school session.

Solution: Enter the correct Annual Minutes Worked Count.

241. Warning: **Annual Minutes Worked Count > Contract Day Count Times Workday Minutes**

Cause: Number of Annual Minutes Worked from all Site records must not be > Contract Day Count times Workday Minute Count.

Solution: Recalculate the Annual Minutes Worked Count from all Site records to be < or = Contract Day Count * Workday Minute Count.

242. Error: **Product of the Contract Day Count times the Workday Minute Count < 63,720**

Cause: The data entered into the Contract Day Count and/or the Workday Minute Count when multiplied together is/are not greater than 63,720.

Solution: Correct the Contract Day Count and/or the Workday Minute Count so that the data represent a full contract for the employee class that the employee is a member of.

243. Error: **Product of the Contract Day Count times the Workday Minute Count <42,501**

Cause: The data entered into the Contract Day Count and/or the Workday Minute Count when multiplied together is/are not greater than 42,501.

Solution: Correct the Contract Day Count and/or the Workday Minute Count so that the data represent a full contract for the employee class that the employee is a member of.

250. Error: **Invalid Salary Amount**

Cause: Salary Amount field is not blank and not numeric.

Solution: Change Salary Amount to be numeric or six zeroes.

251. Error: **Salary Amount Not Reported for Home base Site**

Cause: Salary Amount must be reported for Home-base Site.

Solution: Report at least one Salary Amount > 0 for the Home-base Site.

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252. Error: **Base Salary < State Minimum for Instructional Position**

Cause: Base Salary must be > or = the State Minimum for an Instructional Position.

Solution: Recalculate the Base Salary to be >or = the State Minimum for an Instructional Position.

***253. Warning*:** **Base Salary > Maximum for Teaching Position**

Cause: Base Salary must be < or = the Maximum for a Teaching Position.

Solution: Recalculate the Base Salary to be < or = the Maximum for a Teaching Position.

254. Error: **Extended Employment Salary Reported for Non-Voc Ed Position**

Cause: Extended Employment Salary must not be reported for a Non-Voc Ed Position.

Solution: Change the Extended Employment Salary to 0 or blank for a Non-Voc Ed

255. Error: **Base Salary < Than State Minimum for Administrative Position**

Cause: Base Salary for Administrative Position must be >= State Minimum.

Solution: Recalculate the Base Salary for Administrative Position to be >= the State Minimum Salary.

256. Warning: **No Minimum Salary on Database for Educational Level for an Instructional Position**

Cause: Educational Level below minimum for an Instructional Position; there is no minimum salary schedule for that Educational Level.

Solution: Verify the highest educational level on which the employee's salary is based and correct the educational level code that has been misreported.

257. Error: **Salary Amount Not Reported**

Cause: Salary Amount must be reported on all Site-Position records.

Solution: Report at least one Salary Amount > 0 for each Site-Position record.

258. Error: **Base Salary < Than State Minimum for Therapists/ Specialists/ Counselors Position**

Cause: Base Salary for Therapists/Specialists/Counselors Position must be >= State Minimum.

Solution: Recalculate the Base Salary for Therapists/Specialists/Counselors Position to be > or = the State Minimum Salary.

259. Error: **No Base Salary Amount Reported**

Cause: Base Salary Amount must be reported on all Site-Position records where the Home-based flag is equal to “Y”.

Solution: Report at least one Base Salary Amount > 0 for each Site-Position record where the Home-based flag is equal to “Y”.

260. Error: **Invalid Salary Type Code**

Cause: Salary Type Code not blank and not a valid value.

Solution: Change Salary Type Code to a valid value or blank.

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261. Error: **Invalid Salary Type Code for Salary Amount**

Cause: Salary Type Code must be a valid value when Salary Amount > 0; otherwise, Salary Type Code must be blank.

Solution: Change Salary Type Code to a valid value or blank to correspond to Salary Amount.

270. Error: **Invalid Fund Account Code**

Cause: Fund Account Code not blank and not a valid value.

Solution: Change Fund Account Code to a valid value.

271. Error: **Invalid Fund Account Code for Salary Amount**

Cause: Fund Account Code must be a valid value when Salary Amount > 0; otherwise Fund Account Code must be blank.

Solution: Change Fund Account Code to a valid value or blank to correspond with Salary

272. Error: **Duplicate Fund Account Code & Salary Type Code Combination**

Cause: The combination of Fund Account and Salary Type Codes must be unique for each Salary Amount.

Solution: Correct the duplication of the Fund Account and Salary Type Code.

273. Error: **Fund Account Code Invalid for Instructional Position**

Cause: This Fund Account Code is not allowed for Instructional Positions.

Solution: Change the Fund Account Code to one that is valid for Instructional Positions.

280. Error: **Invalid Home-base Site Flag**

Cause: Home-base Site Flag is an invalid value.

Solution: Change value to a valid value.

281. Error: **Home-base Site Flag Reported for Multiple Sites**

Cause: Home-base Site Flag must refer to one site only.

Solution: Change Home-base Site Flag to "N" for all non-Home-base Site records, and change Home-base Site Flag to "Y" for all records whose Site Code equals the Home-base Site.

282. Error: **Home-base Site Flag Not Reported Correctly for All Home-base Site Records**

Cause: Home-base Site Flag Must = "Y" for All Home-base Site Records.

Solution: Change Home-base Site Flag to "Y" for all records whose Site Code equals the Home-base Site.

283. Error: **No Home-base Site Flag Reported**

Cause: At least one site must be designated as the Home-base Site, but no Site record contained a "Y" in the Home-base Site Flag.

Solution: Verify the Home-base Site Code and make appropriate corrections to the Home-base Site Flag.

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284. Error: **Invalid Class Schedule Record for Classification Code**

Cause: A Class Schedule record is not permitted for this Object Code/Function Code combination.

Solution: Change the Object Code/Function Code combination to one in which Class Schedules are permitted.

285. Error: **Invalid Class Code**

Cause: Class Code not found on Curriculum database or field is blank.

Solution: Change Class Code to a Class Code that matches a Class Code that has been established on the curriculum database.

286. Error: **No matching Site-Position record**

Cause: Every Class Schedule record must be related to a Site-Position record.

Solution: Verify the Class Schedule record to identify its related Site-Position record.

287. Error: **Employment Begin Date is Later Than Class End Date reported in the Curriculum database.**

Cause: Employment Begin Date must be earlier than Class End Date.

Solution: Verify Employment Begin Date and Class End Date; change them so that the Employment Begin Date is Earlier than the Class End Date.

288. Error: **Duplicate Class Schedule record**

Cause: Class Schedule records must be unique.

Solution: Remove or change the duplicate Class Schedule record.

289: Error: **More Than One Instructor Linked to this Class Code at this Site**

Cause: More than one teacher assigned to the same class code with 100 percent class time for 210 records.

Solution: Class codes MUST be unique to the site code being used.

295. Error: **Invalid Twelve-Hour Flag**

Cause: Twelve-Hour Flag is a value other than "N" or "Y".

Solution: Change the value to "N" or "Y".

296. Error: **Twelve-Hour Flag Invalid Without Teaching Certificate Code**

Cause: Twelve-Hour Flag may only be used with a Teaching Certificate Code.

Solution: Indicate the Teaching Certificate Code or change the value of the Twelve Hour Flag to "N".

297. Error: **Twelve-Hour Flag Invalid Without Instructional Position**

Cause: Twelve-Hour Flag may only be used with an Instructional Position.

Solution: Verify that the Object and Functions codes are for an Instructional Position or change the value of the Twelve-Hour Flag to "N".

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308. Error: **Staff Record – Employee Status Code Invalid**

Cause: Staff Record (record 100) must have Employee Status Code of **01** or **05**.

Solution: Do not include Non-Attendance Records for employees whose Employee Status Code is not 01 or 05.

309. Error: **No Matching Staff Record**

Cause: There is no Staff record with the same SSN, Sponsor Code, and Beg School Session that matches the employee's Non-Attendance record.

Solution: Verify the demographic data reported for the employee in the Non-Attendance record and make the appropriate corrections.

310. Error: **Invalid Non-Attendance Event Start Date**

Cause: Non-Attendance Event Start Date is not a valid date or field is blank.

Solution: Change Non-Attendance Event Start Date to a valid date.

311. Error: **Non-Attendance Event Start Date Less Than Earliest Employment Start Date**

Cause: Non-Attendance Event Start Date Cannot Be < Earliest Employment Start Date.

Solution: Change Non-Attendance Event Start Date to a valid calendar date that is greater than the earliest Employment Start Date.

312. Error: **Invalid Non-Attendance Event End Date**

Cause: Non-Attendance Event End Date is not a valid date or field is blank.

Solution: Change Non-Attendance Event End Date to a valid date.

313. Error: **Non-Attendance Event End Date Greater Than Latest Employment End Date**

Cause: Non-Attendance Event End Date Cannot Be > Latest Employment End Date.

Solution: Change the Non-Attendance Event End Date to a valid calendar date that is less than or equal to latest Employment End Date.

314. Error: **Non-Attendance Event Day Count Not Numeric or Exceeds Number of Days Between Event Dates.**

Cause: Non-Attendance Event Day Count > days between dates (***excluding weekends***) or is not numeric or is blank.

Solution: Verify the Non-Attendance Day Count, make the correction, and resubmit the corrected data.

315. Error: **Invalid Non-Attendance Event Day Count - Decimal Must Equal 0 or 5**

Cause: The last digit of the Event Day Count was not 0 or 5.

Solution: Change the last digit of the Event Day Count to 0 or 5.

316. Error: **Non-Contiguous Day Count**

Cause: The days between the Event Start Date and the Event End Date are not consecutive weekdays.

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Solution: Confirm the Event Day Count and make the appropriate corrections.

317. Error: **Invalid Non-Attendance Event Category Code**
Cause: Non-Attendance Event Category Code not a valid code in the PEP System.
Solution: Non-Attendance Event Category Code has to be 01 through 06.

318. Error: **Duplicate Non-Attendance Records**
Cause: Multiple Non-Attendance records found for the same Beginning School Session Year, Sponsor Code, Social Security Number, Non-Attendance Event Start Date and Category Code.
Solution: Confirm the dates in question and make the appropriate corrections.

319. Error: **Overlapping Non-Attendance Records**
Cause: Multiple Non-Attendance records found for the same Non-Attendance Event Category Code where Non-Attendance Event Start Date = or > previously reported Non-Attendance Event Start Date and/or the Non-Attendance Event Start Date < Non-Attendance Event End Date.
Solution: Change the Event Start Date of the second record and resubmit the corrected file.

***320.* Warning:** **Accumulated Day Count for Category 04 Cannot be greater than 90 days**
Cause: The sum of Non-Attendance Event Day Count for all reported records in Category 04 is greater than 90.
Solution: Confirm the Event Day Category Code and make the appropriate corrections**.**

321. Error: **Non-Attendance Event Start Date Greater Than Latest Employment End Date**
Cause: Non-Attendance Event Start Date cannot be greater than Latest Employment End Date.
Solution: Change Non-Attendance Event Start Date to a valid date less than latest Employment End Date.

Misc. Errors (Vacant Positions)

800. Warning: **No PEP Data for PEP Site**
Cause: No PEP Data were supplied for the LEA site.
Solution: Supply PEP data for each site and resubmit a corrected file.

901. Error: **SSN Bytes 4-6 Not Equal to Sponsor Code for Vacant Position**
Cause: Social Security Number (pos 1-3) = '999', but Social Security Number (pos 4-6) does not equal the Sponsor Code.
Solution: Change Social Security Number (pos 4-6) to equal the Sponsor Code for a Vacant Position.

902. Error: **Name Invalid for Vacant Position**

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Cause: Social Security Number (pos 1-3) = '999' and Name (last) is not blank.
Solution: Change Name (last) to blank for Vacant Position.

903. Error: **Sex Code Invalid for Vacant Position**
Cause: Social Security Number (pos 1-3) = "999" and Sex Code is not blank.
Solution: Change Sex Code to blank for Vacant Position.

904. Error: **Ethnic Code Invalid for Vacant Position**
Cause: Social Security Number (pos 1-3) = "999" and Ethnic Code is not blank.
Solution: Change Ethnic Code to blank for Vacant Position.

905. Error: **Certificate Number Invalid for Vacant Position**
Cause: Social Security Number (pos 1-3) = "999" and Certificate Type Code is not blank.
Solution: Change the Certificate Number to blank for Vacant position record.

906. Error: **Educational Level Invalid for Vacant Position**
Cause: Social Security Number (pos 1-3) = "999" and Educational Level Code is not blank.
Solution: Change the Educational Level Code to blank for Vacant position.

907. Error: **Years Experience Invalid for Vacant Position**
Cause: Social Security Number (pos 1-3) = "999" and Years Experience Count is not blank.
Solution: Change Allowed Years Experience Count to be blank for Vacant position.

908. Error: **Retirement System Code Invalid for Vacant Position**
Cause: Social Security Number (pos 1-3) = "999" and Retirement System Code is not blank.
Solution: Change Retirement System Code to blank for a Vacant position.

909. Error: **Teaching Certificate Exception Code Invalid for Vacant Position**
Cause: Social Security Number (pos 1-3) = '999' and Teaching Certificate Exception Code is not blank.
Solution: Change the Certificate Exception Code to blank for Vacant position.

912. Error: **Retiree Return to Work Code Invalid for Vacant Position**
Cause: Social Security Number (pos 1-3) = "999" and Retiree Return to Work Code is not blank.
Solution: Change Retiree Return to Work Code to blank for a Vacant position.

913. Error: **Twelve-Hour Flag Invalid for Vacant Position**
Cause: Social Security Number (pos 1-3) = "999" and Twelve-Hour Flag is not blank.
Solution Change Twelve-Hour Flag to blank spaces for a Vacant position.

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914. Error: **Sabbatical Status Code Invalid for Vacant Position**

Cause: Social Security Number (pos 1-3) = "999" and Sabbatical Status Code is not blank.

Solution: Change Sabbatical Status Code to blank for a Vacant position.

915. Error: **Salary Reduction Code Invalid for Vacant Position**

Cause: Social Security Number (pos 1-3) = "999" and Salary Reduction Code is not blank.

Solution: Change Salary Reduction Code to blank for a Vacant position.

999. Error: **Data For This Staff Member Not Added to Database Due to Errors**

Cause: Errors occurred on one or more records.

Solution: Correct the errors and resubmit.

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APPENDIX E - DATA GLOSSARY

Submission Deadlines

Approximately a week to 10 days prior to the system closing, Submitting data by this date provides an opportunity for LDE to look at the data and provide comparison reports for last minute corrections.

System Closings

The date the system will be closed and no additional change can be made.

PEP Schedule Contact Day Count

Scheduled Contract Day Count is defined as the annual total of workdays required and/or governed by one or more school district contracts under which the staff member was employed for the school year being reported. For the new PEP record format, Contract Day Count represents the number of contracted days for a CLASS OF EMPLOYEES to which a specific contract or "mix" of contracts apply and is not tied to an individual employee's beginning and/or end dates; i.e., the Contract Day Count is not affected by an employee's hire after the earliest employee start date of the overall contract period, nor by the employee's departure prior to the latest end date of the overall contract period. For the October collection period, the PEP data will reflect the Contract Day Count derived from the contract(s) applicable for the reported individual as of October 1; i.e., the contract(s) from which budgeted salary data are determined. The Contract Day Count for the June 30 collection period will reflect the number of contract days derived from the combined contracts under which the person actually worked throughout the school year. *Caution: Changes in Contract Day Count may result from contract revisions and/or from modifications to the positions or responsibilities of the employee during the school year.*

Suggested Steps:

1. Identify all contracts and/or agreements under which the specific employee is projected to work (October collection) or actually worked (June 30 collection) for the school year being reported. This "contract mix" defines the CLASS OF EMPLOYEES to which the employee belongs for that collection period. *Note: A CLASS OF EMPLOYEES may be uniquely identified to a single employee (e.g., secretary who moves to classroom teacher aide and is subsequently certified/hired as teacher during the school year) or may apply to many employees (e.g., all elementary teachers serving solely under the basic teacher contract who have no additional functions or responsibilities).*

2. Identify both the earliest employee start date and the latest employee end date from the "contract mix" applicable to the CLASS OF EMPLOYEES to which the specific employee belongs. This establishes the span of time covering all contracts under which the individual is employed for the collection period. Exception for June 30 Collection: If the employee changed positions and/or lost responsibilities during the year (e.g., school principal reassigned solely as a teacher for second semester), then determine the span of time using the earliest employee start date from the contract mix under which initially employed and the latest employee end date from the contract mix under which employed at the end of year or contract(s) in effect on last day worked.

3. Within the span of time established in Step 2 above, count (without duplicating) each calendar day that is stipulated a workday by one or more of the applicable contracts. The result constitutes the Contract Day Count for that CLASS OF EMPLOYEES.

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PEP Workday Minute Count

Workday Minute Count is defined as the number of minutes in the normal workday applicable for the combination of one or more contracts under which the individual was employed during the school year being reported. The specific contract combination (or "mix") defines the CLASS OF EMPLOYEES to which the employee belongs for that collection period. If the length of the workday for this CLASS OF EMPLOYEES is variable, determine and enter the weighted average workday minutes; i.e., the ANNUAL TOTAL of workday minutes for the specific "contract mix" divided by the applicable Contract Day Count. *Caution: Changes in the applicable Contract Day Count and/or Workday Minute Count between data collection periods may result from contract revisions and/or from modifications to the positions or responsibilities of the employee during the school year.*

Comment: The relationship between Contract Day Count and Workday Minute Count is such that the product of these two numbers will approximate the total annual work-minutes available from an employee should the individual be actively employed over the entire range of contracts as they apply to the employee (or Class of Employees) for the specific data collection period.

Suggested Steps:

1. Use Step 1, Contract Day Count, to obtain applicable CLASS OF EMPLOYEES.

2. Use Step 2, Contract Day Count, to obtain applicable Earliest Employee Start Date, test Employee End Date, and Span of Time for the CLASS OF EMPLOYEES.

3. Use Step 3, Contract Day Count, to obtain the Contract Day Count for that CLASS OF EMPLOYEES.

4. Within the Span of Time established in Step 2, determine the *weighted average workday minutes* as follows:

   a. If the number of work-minutes required each workday under the "contract mix" remains constant over the span of time, enter the required daily work-minutes as the Workday Minute Count.

   b. However, if the number of work-minutes required each workday can vary, day-by-day or other time periods under the contract mix, then sum the number of work-minutes for **EACH** workday within the span of time, then divide the results by the Contract Day Count. Enter this weighted average as the Workday Minute Count.

   Note: For some paid functions such as athletics coach, cheerleader sponsor, etc., it may be necessary to estimate the total work-time attributable to these functions for time worked during the evenings, weekends, or other periods outside the usual workday of the specific employee (or related Class of Employees) and add this work-time estimate to the total work-minutes calculated in Step 4a or Step 4b for the employee's basic contract(s). Ensure Contract Day Count includes any days the employee is expected to work these added functions prior to or after the overall span of the basic contract(s), then divide the grand total of work-time minutes by the Contract Day Count for the *weighted average workday minutes.* Enter this weighted average workday minutes as the Workday Minute Count.

Procedures for Calculating Employee Counts and Salary Averages

Headcount:

Public school employees reported within the Profile of Educational Personnel (PEP) system are each represented by a single staff record from the submitting local educational agency (LEA), together with one or more site-position records that report the applicable salary and time worked (by site) for each job performed by the employee. Jobs are defined by entry of object and function code combinations from the *Louisiana Accounting and Uniform Governmental Handbook*. Job locations are identified using site codes assigned within the Sponsor/Site System (SPS) database. To quantify or weight information extracted from the PEP database, each employee is assigned a "headcount" of one (1) that is *prorated* to subordinate site-position records using the ratio of: *minutes worked* reported for that site-position record, divided by the *total of minutes worked* reported by all site-position records for the employee.

Example: An employee works a total of 76,440 minutes. Half of the total minutes are at Church Point High School (*Site Code* 001005) as a guidance counselor (113-2122); with the remaining time worked at Crowley High School (*Site Code* 001007), split equally between teaching gifted/talented courses (112-1220) and industrial arts (112-1350). The employee's headcount would be prorated as follows:

Site Code	Object	Function	Minutes Worked	Percent	Headcount
001005	113	2122	38,220	50%	0.50
001007	112	1220	19,110	25%	0.25
001007	112	1350	19,110	25%	0.25
Employee Total			76,440	100%	1.00

Full-Time Equivalent (FTE):

The employee headcount provides some measure for a "snapshot in time" such as the Fall (October) PEP submission and for prorating/weighting each individual's data; however, the measure is less useful when applied to cumulative data such as the end-of-year (EOY) PEP report and/or to quantify staff employment over the school year. The need for a "man-year" measurement led to calculating employee full-time equivalents (FTE), whereby a value (1.0 or less) is assigned each staff member by comparing the employee's *minutes worked* to the applicable *contract year*.

The PEP system includes self-reporting of the *contract year* against which the employee's actual or projected work may be measured. The contract year is obtained by multiplying *contract days* by the *workday minutes*, which produces (if the data are properly reported) the *total available annual minutes* under the contract(s) for the *class of employees* to which the reported employee is assigned. A minimum length for the school year (in minutes) is also established so that employees normally hired for a short period of time (e.g., seasonal grounds workers), or a short period each day (e.g., 1-2 hours daily clerical work), are not counted in FTE calculations as *full-year* employees; nor are their partial-year or partial-day salaries treated as a *full year's* pay. A minimum year of *63,720 minutes* is set for *certificated* staff positions based upon: thirty hours per week (i.e., guidelines to qualify for employee benefits) and a legislated minimum school year of 177 instructional days. The minimum year for *non-certificated* positions is set at *42,501 minutes* predicated on: needing over twenty hours per week (i.e., 20.01 hours/week) to qualify for retirement system entry, and the minimum school year of 177 instructional days. Once established, an employee's FTE is *prorated* to each subordinate site-position record based upon the *minutes worked* reported for that site-position record, compared to the *total of minutes worked* reported by all site-position records for the employee.

Example: A staff member is employed under a contract covering 200 days with a normal workday of seven hours (i.e., 420 minutes). The employee works a total of 182 days (i.e., 76,440 minutes). Half of the total are at Church Point High School (*Site Code* 001005) as a guidance counselor (113-2122); and the remaining half at Crowley High School (*Site Code* 001007), split equally between teaching gifted/talented courses (112-1220) and industrial arts (112-1350). The employee's FTE would be calculated and prorated as follows:

Annual Available Minutes = 200 Contract Days *times* 420 Workday Minutes = ***84,000** Minutes

*[*Note: If result less than minimum year, use 63,720 minutes or 42,501 minutes.]*

Employee FTE = ** 76,440 Total of Minutes Worked / 84,000 Annual Available Minutes = 0.91

*[**Note: If total of Minutes Worked equal to or greater than Annual Available Minutes, set FTE = 1.]*

Site-Position FTE (proration):

Site Code	Object	Function	Minutes Worked	Percent	Headcount	**FTE**
001005	113	2122	38,220	50%	0.50	0.4550
001007	112	1220	19,110	25%	0.25	0.2275
001007	112	1350	19,110	25%	0.25	0.2275
Employee Total			76,440	100%	1.00	0.9100

Annualizing Salaries and Calculating Average Salaries:

Except for PIP entitlements, all PEP salary data are available from site-position records. The data consist of three salary types (base pay, extra compensation, and extended employment compensation); and, for each employee, are identified to one or more specific job(s) by entry of applicable *object and function code* combinations. If an employee performs the same function at more than one location, multiple site-position records with the same object and function code combination will be reported; in which case, the related salary data reported for that function may be spread between the several records or may be lumped into one of the site-position records. The *PIP* entitlement is reported in the staff record. From October 1, 2002 through September 30, 2005, salary average and annualizing calculations used the salary data as reported within each site-position record, plus proration of the PIP entitlement to each site-position record on the same basis as headcount (above). A shortcoming was that the "cost" of a multi-sited employee might be over or understated within a salary average or total calculation depending upon selection criteria (e.g., for teacher salary average by site) and how the related data were reported (e.g., salary lumped into one site-position record). Beginning October 1, 2005, salary average and annualizing calculations used salary and PIP amounts which had been totaled for the individual, then prorated to each related site-position record as done for headcount and FTE.

An *annualized salary* is calculated for each job held by an employee (i.e., each object and function code combination for that individual) by: summing the site-position record prorated salary entries and prorated PIP entitlement for each object-function combination reported for the employee, then dividing the result by the sum of the prorated FTE for the same records. The annualized salary is used in establishing lows and highs when comparing the same type positions.

Calculating *average salaries* from PEP data is accomplished by: establishing the criteria for selecting *and/or* excluding site-position records from the calculation; identifying the type prorated salaries to be used (*i.e., base pay, extra compensation, extended employment compensation, and/or PIP*); summing the *selected prorated*

salary data and the prorated FTE associated with each selected site-position record; then dividing the *sum of the selected prorated salaries by the sum of the selected prorated FTE*.

APPENDIX F – Certificate Types and Abbreviations

CertType (PEP)	Certificate Type Name (TeachLouisiana)	Certificate Type Short (Printed Cert)
A	A	TEACHING CERTIFICATE
B	B	TEACHING CERTIFICATE
C	C	TEACHING CERTIFICATE
CB	CB	TEACHING CERTIFICATE
IA	IA	TEACHING CERTIFICATE
IB	IB	TEACHER CERTIFICATE
IC	IC	TEACHING CERTIFICATE
IIA	IIA	TEACHING CERTIFICATE
IIB	IIB	TEACHING CERTIFICATE
IIIA	IIIA	TEACHING CERTIFICATE
IIIB	IIIB	TEACHING CERTIFICATE
IIIC	IIIC	TEACHING CERTIFICATE
IIID	IIID	TEACHING CERTIFICATE
IIIE	IIIE	TEACHING CERTIFICATE
IIIF	IIIF	TEACHING CERTIFICATE
IIIG	IIIG	TEACHING CERTIFICATE
P	P	TEACHING CERTIFICATE
PL	PL 1	PRACTITIONER TEACHER LICENSE
IVB	IVB	TEACHING CERTIFICATE
VA	VA	TEACHING CERTIFICATE
RC	RC	TEACHING CERTIFICATE
RP	RP	TEACHING CERTIFICATE
VB	VB	TEACHING CERTIFICATE
VIA	VIA	TEACHING CERTIFICATE
VIB	VIB	TEACHING CERTIFICATE
VI	VI	TEACHING CERTIFICATE
VII	VII	TEACHING CERTIFICATE
X	X	TEACHING CERTIFICATE
T	T	TEMPORARY CERTIFICATE

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CertType (PEP)	Certificate Type Name (TeachLouisiana)	Certificate Type Short (Printed Cert)
Z	Z	TEACHING CERTIFICATE
AN	AN	ANCILLARY CERTIFICATE
EP	EP	EMERGENCY TEACHING PERMIT
VT	VT	TEMPORARY VOCATIONAL
VP	VP	PERMANENT VOCATIONAL
V	V	VOCATIONAL CERTIFICATE
AP	AP	ADMINISTRATIVE PROVISIONAL
TEP	TEP	TEMPORARY EMPLOYMENT PERMIT
OP	OP	OUT-OF-STATE CERTIFICATE
VR	VR	TEACHING CERTIFICATE
L3	LEVEL 3	TEACHING CERTIFICATE
L1	LEVEL 1	TEACHING CERTIFICATE
L2	LEVEL 2	TEACHING CERTIFICATE
P2	PL 2	PRACTITIONER TEACHER LICENSE
P3	PL 3	PRACTITIONER TEACHER LICENSE
TA	TAT	TEMPORARY AUTHORITY TO TEACH
OF	OFAT	OUT-OF-FIELD AUTHORITY TO TEACH
AA	A*	NON-PUBLIC TEACHING CERTIFICATE
BA	B*	NON-PUBLIC TEACHING CERTIFICATE
L4	LEVEL 2*	NON-PUBLIC TEACHING CERTIFICATE
L5	LEVEL 3*	NON-PUBLIC TEACHING CERTIFICATE
FL	FLS	FOREIGN LANGUAGE SPECIAL
T2	TAT 2	TEMPORARY AUTHORITY TO TEACH 2
T3	TAT 3	TEMPORARY AUTHORITY TO TEACH 3
O2	OFAT 2	OUT-OF-FIELD AUTHORITY TO TEACH
O3	OFAT 3	OUT-OF-FIELD AUTHORITY TO TEACH
T1	T	NON-PUBLIC TEMPORARY CERTIFICATE
TEP2	TEP 2	TEMPORARY EMPLOYMENT PERMIT 2
TEP3	TEP 3	TEMPORARY EMPLOYMENT PERMIT 3
P4	PL 4	PRACTITIONER TEACHER LICENSE
OS	OS	OUT-OF-STATE CERTIFICATE
CT	CT	CTTIE TEMPORARY
CP	CP	CTTIE PERMANENT
FE	FLES	FOREIGN LANG ELEM SPECIAL CERT

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CertType (PEP)	Certificate Type Name (TeachLouisiana)	Certificate Type Short (Printed Cert)
O4	OFAT 4	OUT-OF-FIELD AUTHORITY TO TEACH
O5	OFAT 5	OUT-OF-FIELD AUTHORITY TO TEACH
LR	LEVEL 1R	LEVEL 1 READING OPTION
OL	OSP1	OUT-OF-STATE PRINCIPAL LEVEL 1
S2	OSP2	OUT-OF-STATE PRINCIPAL LEVEL 2
C1	CTTIE 1	CTTIE LEVEL 1
C2	CTTIE 2	CTTIE LEVEL 2
O6	OSS	OUT-OF-STATE SUPERINTENDENT
E1	EEL	EXTENDED ENDORSEMENT LICENSE
O1	OS1	OUT-OF-STATE ONE-YEAR CERTIFICATE
S1	OSP	OUT-OF-STATE PRINCIPAL ONE-YEAR
WC	WLC	WORLD LANGUAGE CERTIFICATE
ED1	EDL 1	EDUCATIONAL LEADER LEVEL 1
ED2	EDL 2	EDUCATIONAL LEADER LEVEL 2
ED3	EDL 3	EDUCATIONAL LEADER LEVEL 3
TSC1	TSC	TURNAROUND SPECIALIST CERTIFICATE

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APPENDIX G - Most Frequently Used Classifications

PEP Object Code	PEP Function Code	Position Title	Related AFR (KeyPchCd: Object/Function)
I. Instruction			
A. Regular Programs			
112	1105	Teacher - Kindergarten - Regular Program	(15420 112 1105)
112	1110	Teacher - Elementary - Regular Program	(15430 112 1110)
112	1130	Teacher - Secondary - Regular Program	(15440 112 1130)
115	1105	Aide - Kindergarten - Regular Programs	(15500 115 1100)
115	1110	Aide - Elementary - Regular Programs	(15500 115 1100)
115	1130	Aide - Secondary - Regular Programs	(15500 115 1100)
B. Special Education Programs			
1. Special Ed. (Including Summer and Pre-School)			
112	1211	Teacher -Special Education (Exc. G & T)	(19300 112 1210)
112	1212	Teacher- Special Education (Inclusion)	(19300 112 1210)
112	1213	Teacher -Special Education (PTU)	(19300 112 1210)
112	1214	Teacher-Special Education- A.P.E.	(19300 112 1210)
112	1215	Teacher-Special Education-Work Study Coordinators	(19300 112 1210)
112	1216	Teacher-Special Education-PreSchool	(19300 112 1210)
115	1211	Aide -Special Education	(19500 115 1210)
2. Gifted and Talented Programs			
112	1220	Teacher - Gifted and Talented	(20311 112 1220*)
115	1220	Aide - Gifted and Talented	(20313 115 1220*)
C. Vocational Education Programs			
112	1310	Teacher - Agriculture - Voc. Ed.	(21295 112 1310)
112	1340	Teacher - Home Economics - Voc. Ed.	(21305 112 1340)
112	1350	Teacher - Industrial Arts - Voc. Ed.	(21310 112 1350)
112	1360	Teacher - Business - Voc. Ed.	(21315 112 1360)
112	1390	Teacher - Other Voc. Ed. Programs	(21330 112 1390)
115	1310	Aide - Agriculture - Voc. Ed.	(21337 115 1300)
115	1340	Aide - Home Economics - Voc. Ed.	(21337 115 1300)
115	1350	Aide - Industrial Arts - Voc. Ed.	(21337 115 1300)
115	1360	Aide - Business - Voc. Ed.	(21337 115 1300)
115	1390	Aide - Other Voc. Ed. Programs	(21337 115 1300)
D. Other Instructional Programs			
1. Driver Education			
112	1440	Teacher - Drivers Education Program	(21460 112 1440)

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PEP Object Code	PEP Function Code	Position Title	Related AFR (KeyPchCd: Object/Function)
		2. Other Programs (ROTC, band, athletics, etc.)	
112	1410	Teacher - Co-Curricular Activities	(21610 112 1400)
112	1420	Teacher - Athletics	(21610 112 1400)
112	1490	Teacher - Other Elem/Sec Instructional Programs	(21610 112 1400)
112	1450	ROTC Instructor	(21610 112 1400)
115	1410	Aide - Co-Curricular Activities	(21630 115 1400)
115	1420	Aide - Athletics	(21630 115 1400)
115	1490	Aide - Other Elem/Sec Instructional Programs	(21630 115 1400)
		E. Special Programs	
		1. Culturally Deprived Programs (IASA)	
112	1510	Teacher - Culturally Deprived Programs	(22235 112 1510)
115	1510	Aide - Culturally Deprived Programs	(22240 115 1510)
		2. Bilingual Education Programs/English as Second Language (ESL)	
112	1520	Teacher - Bilingual Education Programs	(22320 112 1520)
115	1520	Aide - Bilingual Education Programs	(22325 115 1520)
		3. Pre-Kindergarten Programs (Head start/Early Childhood/Starting Points, etc.)	
112	1530	Teacher - Pre-Kindergarten Programs	(22391 112 1530)
112	1531	Teacher - Head Start Programs	
115	1531	Aide - Head Start Programs	
115	1530	Aide - Pre-Kindergarten Programs	(22392 115 1530)
		F. Adult/Continuing Education Programs	
112	1600	Teacher - Adult/Continuing Education Programs	(23020 112 1600)
115	1600	Aide - Adult/Continuing Education Programs	(23030 115 1600)
		II. Support Services	
		A. Pupil Support Services	
		1. Child Welfare and Attendance Services	
111	2111	Supervisor - Child Welfare and Attendance	(24500 111 2111)
113	2113	Therapist/Spec/Counselor - Social Work Services	(25230 113 2113)
114	2110	Clerical/Secretarial - Child Welfare and Attendance	(24530 114 2110)
		2. Guidance Services	
111	2121	Supervisor - Guidance Services	(24690 111 2121)
113	2120	Therapist/Spec/Counselor - Guidance Services	(24700 113 2122)
113	2122	Guidance Counselor - Elementary/Secondary Prog.	(24700 113 2122)

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PEP Object Code	PEP Function Code	Position Title	Related AFR (KeyPchCd:	Object/Function)
114	2120	Clerical/Secretarial - Guidance Services	(24705	114 2120)

3. Health Services

111	2131	Supervisor - Health Services	(24790	111 2131)
113	2134	Therapist/Spec/Counselor - Nursing Services	(24920	119 2130)
114	2130	Clerical/Secretarial - Health Services	(24910	114 2130)
118	2132	Staff Physician	(24880	118 2132)
118	2134	School Nurse (RN)	(24900	118 2134)
119	2133	Dental Hygienist	(24890	119 2133)
119	2134	Other Personnel - Nursing Services	(24920	119 2130)
119	2132	Other Personnel - Medical Services	(24920	119 2130)

4. Pupil Assessment and Appraisal Services

111	2123	Supervisor - Pupil Assessment and Appraisal Svcs.	(25025	111 2123)
111	2141	Supervisor - Psychological Services	(25220	113 2140)
113	2123	Therapist/Counselor/Assessment Teacher - Appraisal Services	(25210	113 2123)
113	2140	Therapist/Spec/Counselor - Psychological Services	(25220	113 2140)
113	2142	Therapist/Spec/Counselor - Psychological Testing	(25220	113 2140)
113	2143	Therapist/Spec/Counselor - Psychological Counseling	(25220	113 2140)
113	2144	Therapist/Spec/Counselor - Psychotherapy Services	(25220	113 2140)
113	2152	Therapist/Spec/Counselor - Speech Pathology Svcs	(26620	119 2190)
114	2123	Clerical/Secretarial - Pupil Assessment and Appraisal Services	(25240	114 2123)

5. Other Pupil Support Services

111	2190	Supervisor - Other Pupil Support Services	(26610	111 2190)
114	2190	Clerical/Secretarial - Other Pupil Support Services	(26615	114 2190)
119	2190	Other Pupil Support Services Personnel	(26620	119 2190)

B. Instructional Staff Services

1. Directors/Supervisors/Coordinators - Parish-wide

111	2200	Supervisor - All Instructional Staff Services	(27475	111 2219)
111	2211	Supervisor - Elementary Programs	(27300	111 2211)
111	2212	Supervisor - Special Education Programs	(27420	111 2212)
111	2213	Supervisor - Gifted and Talented Programs	(27440	111 2213)
111	2214	Supervisor - Special Programs (exc. SpEd/G and T)	(27460	111 2214)
111	2215	Supervisor - Vocational Education Programs	(27465	111 2215)
111	2216	Supervisor - Adult/Continuing Education Programs	(27470	111 2216)
111	2219	Supervisor - Other Educational Programs	(27475	111 2219)
111	2220	Supervisor - Instruction and Curriculum Development	(27475	111 2219)
111	2251	Supervisor - Library Services	(29195	111 2251)

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PEP Object Code	PEP Function Code	Position Title	Related AFR (KeyPchCd: Object/Function)
2. Instructional Staff Clerical/Secretarial			
114	2211	Clerical/Secretarial - Instr Staff - Elem./Second Prog.	(27700 114 2211)
114	2212	Clerical/Secretarial - Instr Staff - Spec. Ed. Prog.	(27800 114 2212)
114	2213	Clerical/Secretarial - Instr Staff - Gifted and Talented	(27830 114 2213)
114	2214	Clerical/Secretarial - Instr Staff - Other Special Prog	(27930 114 2214)
114	2215	Clerical/Secretarial - Instr Staff - Vocational Prog.	(27940 114 2215)
114	2216	Clerical/Secretarial - Instr Staff - Adult/Contin. Ed.	(27950 114 2216)
114	2219	Clerical/Secretarial - Instr Staff - Other Ed. Programs	(27960 114 2219)
114	2220	Clerical/Secretarial - Instruction/Curriculum Dev.	(27990 114 2220)
114	2252	Clerical/Secretarial - School Library Services	(27960 114 2219)
114	2259	Clerical/Secretarial - Other Educational Media Svcs.	(27960 114 2219)
3. Instruction and Curriculum Development Services			
113	2220	Specialist - Instruction and Curriculum Development	(27985 113 2220)
119	2220	Other Personnel - Instr and Curriculum Development	(27995 119 2220)
4. Instructional Staff Training Services			
112	2230	Staff Instructor/Trainer (Professional Education)	(28358 112 2230)
112	2232	Staff Instructor/Trainer (Special Education)	(28358 112 2230)
5. Media-Based Instruction			
112	2252	Head Librarian/Librarian - Elem./Sec. (School Site)	(29200 112 2252)
112	2252	Teacher - Via Audiovisual Media	(29630 100 2259)
112	2252	Teacher - Via Educational TV	(29630 100 2259)
112	2252	Teacher - Via Computer-Assisted Instruction	(29630 100 2259)
115	2252	Aide - School Library	(29300 115 2252)
115	2255	Aide - Computer-Assisted Instruction Svcs.	(29630 100 2259)
6. Other Educational Media Services			
119	2253	Audiovisual Services Personnel	(29627 119 2253)
119	2254	Educational Television Services Personnel	(29628 119 2254)
119	2255	Computer-Assisted Instr. Services Personnel	(29629 119 2255)
119	2259	Other Educational Media Services Personnel	(29630 100 2259)
7. Other Instructional Staff Services			
119	2290	Other Personnel - Other Instructional Staff Svcs	(29720 119 2290)
C. General Administration			
1. Board of Education Services			
111	2311	School Board Member	(30700 111 2311)

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PEP Object Code	PEP Function Code	Position Title	Related AFR (KeyPchCd:	Object/Function)
114	2312	Board Secretary/Clerk	(30710	114 2312)
118	2311	Staff Attorney	(31000	110 2311)
119	2311	Other Legal Services Personnel	(31000	110 2311)
2. Tax Assessment and Collection Services				
111	2315	Supervisor - Tax Assessment and Collection	(31900	111 2315)
114	2315	Clerical/Secretarial - Tax Assessment/Collection	(31910	114 2315)
3. Office of the Superintendent				
111	2321	Superintendent	(32300	111 2321)
114	2321	Clerical/Secretarial - Superintendent's Office	(32330	114 2321)
4. Office of the Assistant Superintendent				
111	2324	Assistant/Associate/Deputy Superintendent	(32900	111 2324)
114	2324	Clerical/Secretarial - Assist. Superintendent's Office	(32915	114 2324)
5. Other Executive Administrative Services				
119	2329	Other Executive Administrative Services Personnel	(32977	119 2329)
D. School Administration				
111	2410	School Principals	(35800	111 2410)
111	2420	School Assistant Principals	(35820	111 2420)
111	2430	School Principals- Type 2 Charter		
111	2490	Other School Administrators	(35905	119 2400)
114	2400	Clerical/Secretarial - School Administration	(35900	114 2400)
E. Business Services				
1. Fiscal Services				
111	2511	Business Manager	(36800	111 2511)
111	2514	Supervisor - Payroll Services	(37150	119 2510)
111	2515	Supervisor - Financial Accounting	(37150	119 2510)
114	2510	Clerical/Secretarial - Fiscal Services	(37100	114 2510)
114	2514	Clerical/Secretarial - Payroll Services	(37100	114 2510)
114	2515	Clerical/Secretarial - Financial Accounting Svcs.	(37100	114 2510)
118	2515	Accountant/Financial Analyst	(37000	118 2510)
118	2516	Auditor	(37000	118 2510)
119	2515	Other Financial Accounting Services Personnel	(37150	119 2510)
119	2519	Other Fiscal Services Personnel	(37150	119 2510)

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PEP Object Code	PEP Function Code	Position Title	Related AFR (KeyPchCd: Object/Function)
2. Purchasing Services			
111	2520	Supervisor - Purchasing Services	(37190 111 2520)
114	2520	Clerical/Secretarial - Purchasing Services	(37193 114 2520)
119	2520	Other Purchasing Services Personnel	(37192 119 2520)
3. Warehousing and Distributing Services			
111	2530	Supervisor - Warehousing and Distributing	(37223 111 2530)
114	2530	Clerical/Secretarial - Warehousing/Distributing	(37225 114 2530)
116	2530	Service Worker - Warehousing and Distributing	(37224 119 2530)
119	2530	Other Warehousing and Distributing Personnel	(37224 119 2530)
4. Printing, Publishing and Duplicating Services			
111	2540	Supervisor - Printing/Publishing/Duplicating	(37255 111 2540)
114	2540	Clerical/Secretarial - Printing/Publishing/Dup	(37257 114 2540)
116	2540	Service Worker - Printing/Publishing/Duplicating	(37260 119 2540)
119	2540	Other Printing/Publishing/Dup Services Personnel	(37260 119 2540)
F. Operations and Maintenance			
111	2610	Supervisor - Operations and Maintenance	(39200 111 2610)
114	2610	Clerical/Secretarial - Operations and Maintenance	(39250 114 2610)
116	2620	Janitor/Building Maintenance	(39270 116 2620)
116	2660	Security/Crossing Guard	(39320 116 2660)
117	2620	Carpenter/Electrician/Plumber	(39300 117 2620)
117	2630	Skilled Craftsman - Grounds Maintenance/Service	(39300 117 2620)
117	2650	Mechanics (exc. School Trans. or Food Services)	(39315 117 2650)
119	2690	Other Operations and Maintenance Personnel	(39330 119 2600)
G. Student Transportation Services			
1. Supervision of Student Transportation			
111	2710	Supervisor - Student Transportation Services	(41700 111 2710)
114	2710	Clerical/Secretarial - Student Transportation	(41750 114 2710)
2. Regular Transportation Services			
115	2722	Aide/Attendant - Student Monitoring (Reg. Trans.)	(42050 115 2722)
116	2721	Bus Driver - Student Transportation (Reg. Trans.)	(42200 116 2721)
117	2723	Bus Mechanic (Reg. Trans.)	(42250 117 2723)
3. Special Education Transportation Services			
115	2732	Aide/Attendant - Student Monitoring (Spec. Ed. Trans.)	(42730 115 2732)
116	2731	Bus Driver - Student Transportation (Spec. Ed. Trans.)	(42910 116 2731)

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PEP Object Code	PEP Function Code	Position Title	Related AFR (KeyPchCd: Object/Function)
117	2733	Bus Mechanic (Spec. Ed. Trans.)	(42915 117 2733)

H. Central Services

1. Planning, Research, Development and Evaluation Services

111	2810	Supervisor - Planning, R and D, and Eval. (Cen. Office)	(46010 111 2810)
114	2810	Clerical/Secretarial - Planning/R and D/Evaluation	(46020 114 2810)
119	2810	Other Planning, Research, Develop. and Eval. Personnel	(46025 119 2810)

2. Public Information Services

111	2821	Supervisor - Public Information Services	(46110 111 2821)
114	2820	Clerical/Secretarial - Public Information Services	(46120 114 2820)
119	2829	Other Public Information Services Personnel	(46122 119 2820)

3. Personnel Services

111	2831	Supervisor - Personnel Services	(46300 111 2831)
114	2830	Clerical/Secretarial - Personnel Services	(46330 114 2830)
118	2832	Personnel Specialist/Coordinator	(46320 110 2832)
119	2839	Other Personnel Services Personnel	(46335 119 2830)

4. Data Processing Services

111	2841	Supervisor - Data Processing Services	(46730 111 2841)
114	2840	Clerical/Secretarial - Data Processing Services	(46750 114 2840)
118	2842	Data Processing Analyst	(46735 118 2842)
118	2843	Data Processing Programmer	(46740 118 2843)
119	2844	Data Processing Operator	(46745 119 2844)
119	2849	Other Data Processing Services Personnel	(47000 119 2840)

III. Operation of Non-Instructional Services

A. Food Service Operations

111	3111	Central Office Supervisor - School Food Services	(48010 111 3100)
111	3112	Central Office Assistant Supervisor - School Food Services	(48010 111 3100)
111	3121	Cafeteria Manager - School Site	(48010 111 3100)
111	3122	Cafeteria Assistant Manager - School Site	(48010 111 3100)
114	3110	Clerical/Secretarial - Central Office Food Services Operations	(48016 114 3100)
114	3120	Clerical/Secretarial - School Site Food Services Operations	(48016 114 3100)
115	3120	Aide - Food Services Operations	(48020 119 3100)
116	3120	Lunch Room Worker	(48018 116 3100)
117	3120	Skilled Craftsman - Food Services Operations	(48011 117 3100)
119	3120	Other Regular Food Services Operations Personnel	(48020 119 3100)

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PEP Object Code	PEP Function Code	Position Title	Related AFR (KeyPchCd: Object/Function)
B. Enterprise Operations (exc. Food Services)			
111	3200	Administrator - Enterprise Operations (exc. Food Svcs.)	(48210 111 3200)
114	3200	Clerical/Secretarial - Enterprise Ops (exc. Food Svcs.)	(48220 114 3200)
119	3200	Other Enterprise Ops Personnel (exc. Food Svcs.)	(48230 119 3200)
C. Community Service Operations (4-H, etc.)			
111	3300	Administrator - Community Services Operations	(48410 111 3300)
114	3300	Clerical/Secretarial - Community Services Ops.	(48420 114 3300)
119	3300	Other Community Services Operations Personnel	(48430 119 3300)
IV. Facility Acquisition and Construction Services			
111	4500	Administrator - Facility Acquisition/Construction	(49310 111 4500)
114	4500	Clerical/Secretarial - Facility Acquisition/Construction	(49350 114 4500)
119	4500	Other Facility Acquisition/Construction Personnel	(49313 119 4500)
119	4700	16th Section Land Improvements Personnel	(49551 110 4700)

Note: A full list of object/function codes can be found on the INSIGHT Portal under Shared Documents.

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APPENDIX H - PEP Extract Files and Reports

The following are a list of the PEP reports (*under the "Reports & Files" tab*) and the run schedules for each. A description of each report and a sample layout can be found following this section.

Extract File/Report Name	Run during: Oct. 1st (Budgeted)	Run during: Oct. 1st (CLASS)	Run during: June 30th (Actual)	Run Year-Round
Oct 1 Budgeted vs. EOY Comparison			X	
Oct 1 Budgeted vs. CLASS Comparison		X		
Data Integrity Report by Class – SISR53		X		
Data Integrity Report by Site – SISR52	X			
Data Verification – LEA Detail				X
Data Verification – LEA Summary				X
Data Verification – State Summary				X
Duplicate Certificate				X
Duplicate SSN				X
Food & Nutrition	X		X	
File Extract – Salary				X
File Extract – Site Position				X
File Extract – Staff				X
LEA HQ Comparison		X	X	
HQ Detail		X	X	
HQ Summary		X	X	
No Data for Site				X
Non-Attendance By Category		X	X	
Non-Attendance		X	X	
Questionable Salary				X
SER Personnel	X			
Staff Roster				X
Non-Matching Ed-Level				X
Statement of Affirmation				X

To run Reports (from the Reports & Files tab), select the:

(1) Beginning School Year (e.g., 2016)
(2) Processing Period (e.g., Oct. 1 (Budgeted))
(3) Select report from dropdown (e.g., Oct 1 Budgeted vs. EOY Comparison)
(4) REQUEST REPORT
(5) Click on the "Retrieval" tab and wait for report to run

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Oct 1 Budgeted vs. EOY Comparison

DESCRIPTION: Report that compares average teachers' salaries (with extra compensation) between Oct. 1 (Budgeted) and June 30 (Actual). *Excludes all: ROTC; Rehires; "Salary Reductions"; and Sabbaticals.*

Oct 1 Budgeted vs. CLASS Comparison

DESCRIPTION: Report that compares average teachers' salaries (with extra compensation) between Oct. 1 (Budgeted) and Oct. 1 (CLASS). *Excludes all: ROTC; Rehires; "Salary Reductions"; and Sabbaticals.*

Data Integrity Report by Class – SISR53

DESCRIPTION: Shows Curriculum (CUR) records (classes) that are:

- Missing an Instructor, but has students in SIS
- Missing Students, but has an instructor in PEP
- Orphaned (missing both)

All CUR records (classes) should be linked to an instructor
All CUR records (classes) should be linked to students unless course's "zero student count flag" is set to yes

Note: Remember, any NCLB core class with students enrolled and without an instructor in PEP with lower your HQ percentage for any impacted school and your district.

Report: SISR53 | Louisiana Department of Education | Page 1 of 63

Run Date: 09/04/2014 | Student Information System | Run Time: 11:56

Class Data Integrity Report

School Session 2014-2015, Processing Period 2

Sponsor: 059 Washington Parish

Site Code: 059002 Enon Elementary School

Class Code	Course Code	Course Description	Error Message
002001	700000	KINDERGARTEN	ORPHANED CUR RECORD
002003	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002005	700000	KINDERGARTEN	ORPHANED CUR RECORD
002006	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002007	500099	ACADEMIC ASSISTANCE (NO CREDIT)	ORPHANED CUR RECORD
002008	120300	LANGUAGE ARTS; ELEMENTARY GRADES	ORPHANED CUR RECORD
002009	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002010	160300	MATHEMATICS; ELEMENTARY GRADES	ORPHANED CUR RECORD
002012	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002013	500099	ACADEMIC ASSISTANCE (NO CREDIT)	ORPHANED CUR RECORD
002015	190178	HEALTH AND PHYSICAL EDUCATION; ELEMENTARY GRADES	ORPHANED CUR RECORD
002016	120300	LANGUAGE ARTS; ELEMENTARY GRADES	ORPHANED CUR RECORD
002017	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD

Data Integrity Report by Site – SISR52

DRAFT

DESCRIPTION: Cross-check between the Sponsor Site, School Calendar, SIS, PEP, and CUR databases

Report: SISR52 | Louisiana Department of Education | Page: 1 of 1

Run Date: 09/04/2014 | Student Information System | Run Time: 11:51

Data Integrity Report

School Session 2014-2015, Processing Period 2

Sponsor: 059 Washington Parish

Site	Calendar	SIS	PEP	Curriculum
059002 Enon Elementary School			NO STAFF NO PRINCIPAL/ADM	
059003 Franklinton Elementary School			NO STAFF NO PRINCIPAL/ADM	
059004 Franklinton Junior High School			NO STAFF NO PRINCIPAL/ADM	
059005 Franklinton Primary School			NO STAFF NO PRINCIPAL/ADM	
059006 Franklinton High School			NO STAFF NO PRINCIPAL/ADM	
		GRADE 08 MISSING		
	GRADE T9 MISSING			
059007 Mt. Hermon School			NO STAFF NO PRINCIPAL/ADM	
	GRADE T9 MISSING	GRADE T9 MISSING		
059008 Pine School			NO STAFF NO PRINCIPAL/ADM	
	GRADE T9 MISSING			
059009 Thomas Elementary School			NO STAFF NO PRINCIPAL/ADM	
059011 Varnado High School			NO STAFF NO PRINCIPAL/ADM	
	GRADE T9 MISSING	GRADE T9 MISSING		
059013 Wesley Ray Elementary School			NO STAFF NO PRINCIPAL/ADM	
059014 Adult Education			NO STAFF NO PRINCIPAL/ADM	
059015 Franklinton Resource Center			NO STAFF NO PRINCIPAL/ADM	

Data Verification – LEA Detail

DESCRIPTION: Detail report that lists ALL PEP field values (staff, site-position, salary) for every employee/staff member within a district for a given school year and processing period.

Data Verification – LEA Summary

DESCRIPTION: Summary report of total staff counts by district (full-time/part-time; LEA staff/Non-LEA staff; Average days employed; Average workday minutes), also broken out by retirement system, educational level, ethnic/sex data, and salary fund data.

Profile of Educational Personnel

Louisiana Department of Education

LEA SUMMARY DATA VERIFICATION REPORT FOR DATA AS OF 10/01/1993
SCHOOL SESSION 1993-1994
LEA STAFF ONLY

CONFIDENTIAL INFORMATION

SPONSOR [redacted]

STAFF COUNTS:

665 Staff (Prior to 2002)	11
TTA Staff (Prior to 2002)	31
Full-Time Staff	1282
Part-Time Staff	42
Total LEA Staff	1324
Total Non-LEA Staff*	0
Total Staff*	1324
Average Days Employed	186.8
Average Workday Minutes	1.0

RETIREMENT SYSTEM DATA:

	NUMBER STAFF	TOTAL SALARY	PIP INCREMENT	SALARY GRAND TOTAL
TEACHERS'	1,011	19,939,871	350,731	20,290,602
TEACHERS' A	37	308,319	0	308,319
TEACHERS B	0	0	0	0
TEACHERS' DROP	0	0	0	0
SCHOOL EMPLOYEE	155	1,701,184	0	1,701,184
STATE EMPLOYEES	0	0	0	0
PAROCHIAL EMP.	4	19,320	0	19,320
FICA	83	417,965	0	417,965
SCH. EMP. DROP	0	0	0	0
STATE EMP. DROP	0	0	0	0
PAROCHIAL DROP	0	0	0	0
OTHER	34	572,126	30,657	602,783
TOTALS	1,324	22,958,785	381,388	23,340,173

EDUCATIONAL LEVEL DATA:

ED LEVEL		NUMBER STAFF	AVG YRS EXPER
01	LESS THAN H.S.	0	0.00
02	H.S.	0	0.00
03	CERTIFICATE	0	0.00
04	1YR COLLEGE	0	0.00
05	2YRS COLLEGE	0	0.00
06	ASSOC. DEGREE	0	0.00
07	3YRS COLLEGE	0	0.00
08	BACHELOR'S	531	8.80
09	MASTER'S	130	15.70
10	MASTER'S + 30	55	23.50
11	ED. SPEC.	23	19.30
12	DOCTORATE	2	23.00

ETHNIC / SEX DATA:

	MALE	FEMALE	TOTAL
AMIND/ALAS	0	0	0
ASIAN/ISLA	0	5	5
BLACK	55	157	212
HISPANIC	1	0	1
WHITE	255	851	1,106
TOTAL	311	1,013	1,324

SALARY DATA:

FUND		NUMBER POSITIONS	BASE SALARY	EXTENDED SALARY	EXTRA COMPENSATION	FUND TOTAL AMOUNT
01	GENERAL	1,073	19,497,372	0	101,755	19,599,127
10	FEDERAL	250	1,966,853	0	0	1,966,853
20	SPECIAL	164	1,392,805	0	0	1,392,805
30	CAP. PROJ.	0	0	0	0	0
TOTALS		1,487	22,857,030	0	101,755	22,958,785

*NOTE THAT NON-LEA STAFF ARE INCLUDED IN THESE TWO FIGURES ONLY

Data Verification – State Summary

DESCRIPTION: Summary report in the same format as the LEA Summary report, but includes data for all staff counts statewide.

Duplicate Certificate

DESCRIPTION: List of staff with duplicate teaching certificate numbers for a given school year and processing period. Includes certificate number, full name of employee, site code and site name, last 4 digits of SSN, and employee status code.

Duplicate SSN

DESCRIPTION: List of staff with duplicate social security numbers for a given school year and processing period. Includes last 4 digits of SSN, employee status code, full name of employee, site code and site name, object and function code, and employment begin date.

Food & Nutrition

DESCRIPTION: List of all food & nutrition employees by site code, with employee type code, first and last name, object and function code, annual minutes, total salary, and total funded.

File Extract – Salary

DESCRIPTION: A PDF or Excel file with a list of all staff SSNs and their associated site code, employment begin date, object and function code, salary fund code, salary type code, and salary amount.

File Extract – Site-Position

DESCRIPTION: A PDF or Excel file with a list of all staff SSNs and their associated site code, employment begin date, object and function code, employment end date, annual minutes worked count, and home-base site flag.

File Extract – Staff

DESCRIPTION: A PDF or Excel file with a list of all staff SSNs, full name, sex code, ethnic code, certificate code, certificate exception code, educational level code, allowable years experience count, retirement system code, retiree return code, sabbatical status code, PIP Salary increment amount, total salary amount, salary reduction code, employee type code, contract day count, workday minutes count, employee status code, and district employee hire date.

LEA HQ Comparison

DESCRIPTION: A report by LEA that compares the number of core courses and the number of HQ teachers and HQ paraprofessionals between two years for all districts/charters. (*Note: PDF is difficult to read across pages*)

HQ Detail

DESCRIPTION: A report that lists all teachers/paraprofessionals by site code and course code that are not considered highly qualified, along with a reason for not being HQ.

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Profile of Educational Personnel

Louisiana Department of Education

HIGHLY QUALIFIED EDUCATORS
DETAIL REPORT
LRS Derivation Run Date: 09/27/2013
SCHOOL SESSION 2012 - 2013

LEA: [redacted]

Site: [redacted]

Classes Taught By A Highly Qualified Educator: 100 (80.6%)

Number of Highly Qualified Paraprofessionals: 6 (100.0%)

Name	Certificate Code	Course Code	Course Description	Class Code	Reason Codes
* All Paraprofessionals HQE *					
[redacted]	[redacted]	160378	MATHEMATICS; 7TH AND 8TH GRADES DEPT.	001058	1
[redacted]		500051	APPLIED ELA (NO CREDIT)	001027	3
		500051	APPLIED ELA (NO CREDIT)	001028	3
		500051	APPLIED ELA (NO CREDIT)	001033	3
		500051	APPLIED ELA (NO CREDIT)	001039	3
		500051	APPLIED ELA (NO CREDIT)	001225	3
		500051	APPLIED ELA (NO CREDIT)	001239	3
		500052	APPLIED MATH (NO CREDIT)	001029	3
		500052	APPLIED MATH (NO CREDIT)	001034	3
		500052	APPLIED MATH (NO CREDIT)	001325	3
		500053	APPLIED SCIENCE (NO CREDIT)	001523	3

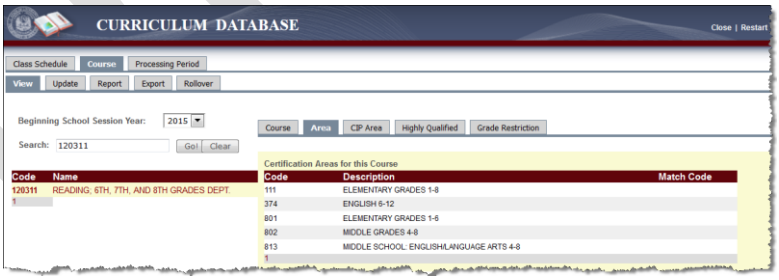
Reason Codes:
1: Teacher does not possess a standard teaching certificate as of the cut-off date and/or is not certified to teach this course
2: Teacher has not demonstrated additional content mastery (HQ not reported or incorrect in PEP)

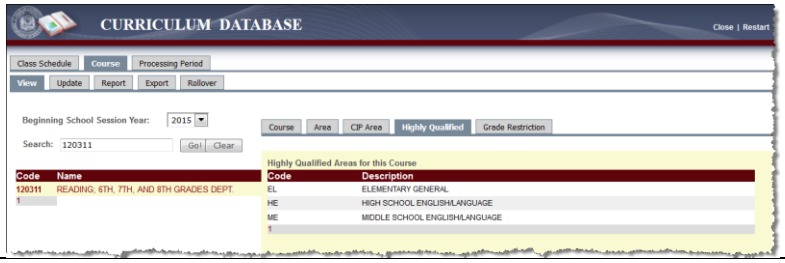
The reason codes for not being considered HQ for a particular course/class code are as follows:

(1) Teacher does not possess a standard teaching certificate as of the cut-of date and/or is not certified to teach this course.

Proposed actions: Check the TeachLouisiana (https://www.teachlouisiana.net/Default.aspx) website, go to “Verify a Louisiana Certificate” and enter the first and last name or certificate number.

a) Check to ensure that the certificate is valid and has not expired;
b) Check under the “General Area(s) of Certification”; some courses require a specific general area of certification in order for the teacher to be considered HQ.
c) Check the Curriculum (CUR) database to see if a particular course has any areas of certification and/or HQ areas attached (see screenshots below)





(2) Teacher has not demonstrated additional content mastery (HQ not reported or incorrect in PEP).

Proposed Actions:

a) Check the CUR database to see if a particular course has any HQ areas attached (see screenshot above)

b) If the course does have an HQ area, make sure that the highly qualified flag(s) for any teacher teaching that course in PEP matches the CUR code(s)

(3) Teacher does not possess a standard teaching certificate as of the cut-off date and/or is not certified to teach more than 50% of primary exceptionalities in Special Ed course.

See Proposed actions for reason (1), and check the total student count for the course, check the total disabled student count for the course, check the CUR Area(s) for the course. The teacher must have a standard certificate with the appropriate general area(s) of certification that matches the exceptionalities of at least 50% of disabled students in the class.

(4) Paraprofessional does not possess the highly qualified credentials.

Make sure that the highly qualified flag(s) for any paraprofessional teaching a course is set in PEP

HQ Summary

DESCRIPTION: The Summary Report is a summary listing the percentage of classes taught by teachers meeting NCLB HQ requirements.

Profile of Educational Personnel

Louisiana Department of Education

HIGHLY QUALIFIED EDUCATORS
SUMMARY REPORT
SOURCE DATA CREATION DATE: 09/27/2013
SCHOOL SESSION 2012 - 2013

LEA: [redacted]

	Your District	StateWide
Number Of Core Academic Classes Identified for 2012 - 2013	2278	170010
Number of Core Academic Classes Taught by HQE for 2012 - 2013	2060	139942
Percent of Core Academic Classes Taught By HQE for 2012 - 2013	90.4%	82.3%
Number of Title I Paraprofessionals Identified for 2012 - 2013	139	7464
Number of Title I Paraprofessionals Given an HQ Code for 2012 - 2013	139	7071
Percent of Title I Paraprofessionals Given an HQ Code for 2012 - 2013	100.0%	94.7%

Site Code	Site Name	Total Core Classes	Total Core Classes Taught By HQE	Pct. Core Classes Taught By HQE	Total Title I ParaPro-fessionals	Total HQ Parapro-fessionals	Pct. HQ ParaPro-fessionals
[redacted]	[redacted]	124	100	80.6%	6	6	100.0%
		84	72	85.7%	6	6	100.0%
		N/A	*N/A*	*N/A*	8	8	100.0%
		112	112	100.0%	12	12	100.0%
		125	98	78.4%	*N/A*	*N/A*	*N/A*
		73	66	90.4%	4	4	100.0%
		162	143	88.3%	*N/A*	*N/A*	*N/A*
		161	137	85.1%	8	8	100.0%
		N/A	*N/A*	*N/A*	11	11	100.0%
		89	89	100.0%	8	8	100.0%

No Data for Site

DESCRIPTION: Lists any sites within a Sponsor Code that have no data submitted for a given year and processing period.

Non-Attendance by Category

DESCRIPTION: A list of total teacher days absent by Sponsor Code (for all Sponsors), along with a breakout by non-attendance category (Professional Development, School Related Business, Personal Sick/Emergency, Extended Medical Leave, Annual/Vacation Leave, and Extenuating Circumstances).

Non-Attendance

DESCRIPTION: A summary of non-attendance data by Sponsor Code. Four reporting levels are available: LEA Detail, LEA Summary, State Detail, and State Summary. Breakouts by object code, non-attendance category, full- or part-time employee, and total days non-attendance.

Questionable Salary

DESCRIPTION: Site-level list of employees with annualized salary amounts and/or hourly rates that exceed the maximum for that specific object code.

Profile of Educational Personnel

Louisiana Department of Education

QUESTIONABLE SALARIES REPORT AS OF 10/01/2012
SCHOOL SESSION 2012-2013
FOR SPONSOR [redacted]

*Note: Check the Annual Minutes Worked (AMW) against the Contract Min. (Contract Days * Workday Minutes). AMW may be low. Also check Site Salary Reported. Annualized Salary = (Salary Reported + PIP) / (AMW/Contract Min)*

Site	Last Name	First Name	Obj	Fun	AMW	Contr Minutes	Site Sal Reported	PIP	Annualized Salary	Salary Limit	Hrly Rate	Hrly Lmt
[redacted]	[redacted]	[redacted]	114	2315	103,680	103,680	$47,789	$0	$47,789	$45,000	$28	28
			116	2721	25,200	75,600	$15,092	$0	$45,281	$45,000	$36	26
			118	3300	111,600	111,600	$76,835	$1,337	$78,172	$70,000	$42	45
			113	2140	111,600	111,600	$74,070	$0	$74,070	$70,000	$40	50
			113	2143	11,000	111,600	$9,442	$241	$98,208	$70,000	$53	50
			113	2143	11,000	111,600	$9,442	$241	$98,208	$70,000	$53	50
			113	2143	11,000	111,600	$9,442	$241	$98,208	$70,000	$53	50
			113	2140	111,600	111,600	$75,042	$1,411	$76,453	$70,000	$41	50
			111	2321	111,600	111,600	$195,295	$2,477	$197,772	$120,000	$106	73
			113	2140	102,080	102,080	$71,299	$0	$71,299	$70,000	$42	50
			118	2840	111,600	111,600	$72,878	$1,417	$74,295	$70,000	$40	45

SER Personnel

DESCRIPTION: A list of all teachers and staff with specific object function codes related to special education services, along with their FTE from PEP, certification code(s), and HQ status or certified status.

TABLE 2 PERSONNEL (In Full-Time Equivalency of Assignment) Employed to Provide Special Education and Related Services for Children with Disabilities

Louisiana Department of Education

School Year: 2015-2016

School System: Parish

Personnel Table 2: Section A - Special Education Teachers, Row - Special Education Teachers for Ages 3 - 5

Provider Name	Provider State ID	Provided Services in SER	Object Code	Function Code	FTE from PEP	Cert Code	Personnel Table 2 - Column *
		Yes				413	Highly Qualified
		Yes				856	Highly Qualified
		Yes					Not Highly Qualified
	XXX-XX-3322	Yes	112	1216	.24	425	Highly Qualified
	XXX-XX-7061	No	112	1216		413	
	XXX-XX-3941	Yes	112	1216	.12	425	Highly Qualified
	XXX-XX-4878	Yes	112	1216	1.00	413	Highly Qualified
	XXX-XX-4578	Yes	112	1216	.12	425	Highly Qualified
	XXX-XX-7648	Yes	112	1216	.12	425, 440	Highly Qualified
	XXX-XX-3601	Yes	112	1216	.12		Not Highly Qualified
	XXX-XX-6065	Yes	112	1216	.12	425	Highly Qualified
	XXX-XX-9924	Yes	112	1216	.12	425	Highly Qualified
	XXX-XX-1457	Yes	112	1216	.12	425	Highly Qualified
	XXX-XX-5484	Yes	112	1216	.12	882	Highly Qualified
	XXX-XX-3090	Yes	112	1216	.50	413	Highly Qualified
	XXX-XX-8838	Yes	112	1216	.12	425	Highly Qualified

Personnel Table 2: Section A - Special Education Teachers, Row - Special Education Teachers for Ages 6 - 21

Provider Name	Provider State ID	Provided Services in SER	Object Code	Function Code	FTE from PEP	Cert Code	Personnel Table 2 - Column *
	000000000	Yes					Not Highly Qualified

Staff Roster

DESCRIPTION: Site-level list of employees with object-function code, home-based site flag, last four digits of SSN, employee status code, and certificate type.

Non-Matching Ed-Level

DESCRIPTION: Site-level list of employees that have a different educational level entered in PEP than what is in the Teacher Certification database.

Statement of Affirmation

DESCRIPTION: Form for LEAs to complete after each collection period certifying that the PEP data submitted to the LDE are true and accurate. Must be signed by superintendent.

To export PEP records as fixed-width or comma separated value records (under the "Input File" subtab), select the:

(1) Beginning School Year (e.g., 2016)
(2) Processing Period (e.g., Oct. 1 (Budgeted))
(3) Select records to export (e.g., Export All Records)
(4) Select the output format (e.g., fixed-width or comma separated values)
(5) Click "Export" button and save file to your computer

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