

Louisiana StaffID v3.0 Upload Format

File Name

The filenames of the Staff Batch File can contain upper/lower case alphanumeric characters, periods, underscores, or hyphens. Spaces and any other special characters are not allowed.

Record Types

The Staff Batch File should contain three different categories of information. The three categories of records are:

- Header Record
- Detail Record
- Trailer Record

The Header and Trailer record should be delimited by a single tab or space character. The Trailer should have no empty spaces or data after the last Trailer column.

Header Record Layout

The header record should always be the first record.

Each of the fields should be delimited in the header by the field name referenced below.

The header record contains the following fields:

FieldName	Delimiter	Required	Data Type	Notes/Format Details
Record Type		Yes	Char (2)	Always 'TH'.
Extract Date		Yes	Date (10)	Can be in one of the following formats: <ul style="list-style-type: none">• mm/dd/yyyy• m/d/yyyy• mm/d/yyyy• m/dd/yyyy
Extract Time		Yes	Time (8)	Must have a 'hh:mm:ss' format.
TransmissionID		Yes	VarChar(10)	This number can be utilized by the submitter for auditing as an identifier for the submission.
Version		Yes	Char (3)	Always '3.0'
Delimiter	delimiter=	Yes	VarChar(4)	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be 'delimiter=0X09'.

FieldName	Delimiter	Required	Data Type	Notes/Format Details
SourceName	source=	Yes	VarChar(3)	This should be a valid source system name. Batches will fail if the source name is not defined as in the Source System table. System administrators manage the Source System table. Examples: PEP CCCBC TCMS NSECD Compass
TextQualifier	qualifier=	No		Should be the text or the hex representation of the text qualifier that is used in the detail records. (DoubleQuote only)
BatchIndicator	batch_indicator=	No		The system will accept D for batch level indicator. D indicates an LEA Level File.

Trailer Record Layout

The Trailer record should always be the last record in the file.

The Trailer record **should be delimited** by a single tab or space character and there should be no extra spaces or data after the last column in the Trailer Record.

The Trailer record contains the following fields:

Field Name	Required	Data Type	Notes/FormatDetails
Record Type	Yes	Char(2)	Always 'TT'.
TransmissionID	Yes	VarChar(10)	An arbitrary number. Should match the Transmission ID in the header record.
Number of Records	Yes	VarChar(10)	Number of records in the file, including the 'TH' and 'TT' records. The value should be left aligned and not have any trailing spaces.

Detail Record Layout

The detail records should appear between the header and trailer records. Each of the fields should be delimited even if data is not available for certain fields.

These records should represent individual Staff data and should contain the following fields:

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
1	Record Type	Yes	Char(2)	n/a	Always 'ID'.
2	School/Site Code	Yes	Char(6)	No	School the staff has been assigned.
3	Residing District Code	No	Char(2)	No	This is the 2-digit parish/city code of the public School District (attendance zone) in which staff lives (01-69).
4	Last Name	Yes	VarChar(60)	Yes	Full legal last name of the person.
5	First Name	Yes	VarChar(60)	Yes	Full legal first name of the person.
6	Middle Name	No	VarChar(60)	Yes	Full legal middle name of the person.
7	Name Suffix	No	VarChar(10)	No	Name suffix to be one of the following values: Jr, Sr, and roman numerals I – XV, Esq.
8	Gender	Yes	Char(1)	Yes	Gender must be one of the following values: M - Male, F - Female.
9	Date of Birth	Yes	VarChar(10)	Yes	Can be in one of the following formats: <ul style="list-style-type: none"> • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
10	Classification Level	Yes	Char(2)	No	State defined employee status code Source: PEP 01 – School Board Employee 02 – Post Secondary Employee 03 – Contracted Professional Services Person 04 – Third Party Contract Employee 05 – State Employee (Classified) 06 – State Employee (Unclassified) 07 – Resident Teacher
11	Local StaffID	Yes	VarChar(20)	No	ID used in the local school/site/submitting system to uniquely identify the Staff. This field should NOT be used for Social SecurityNumber.
12	Social Security Number	Yes	Char(9)	Yes	SSN is required for matching.
13	Race/Ethnicity	Yes	Char(6)	No	The Race/Ethnicity codes represent the Hispanic Indicator and 5 race codes. The position of the Hispanic Indicator and 5 race codes are fixed. For each position, indicate N=No and Y=Yes as follows: <ul style="list-style-type: none"> • 1st Position: HI7 - Hispanic Indicator • 2nd Position: AM7 - American Indian or Alaskan Native Indicator • 3rd Position: AS7- Asian Indicator • 4th Position: BL7 - Black Indicator • 5th Position: PI7 - Native Hawaiian or Other Pacific Islander indicator • 6th Position: WH7 - White Indicator
14	State StaffID	No	Char(10)	No	This is the Louisiana StaffID assigned to the staff. This value should be null if the staff has not yet been assigned a StaffID in the eScholar Secure ID system. Once a StaffID has been assigned, all subsequent submissions for that staff should include this value.
15	LEA Code	Yes	Char(3)	No	LEA / Sponsor code assigned by LDOE

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
16	Ending School Session Year	Yes	Char(4)	No	Must be in the 'YYYY' format. School year calendar runs from 7/1 to 6/30. Any date that falls within that timeframe uses the ending year. Example: School year 7/1/2025 - 6/30/26 results in Ending school session year of 2026 .
17	Alternate Last Name	No	VarChar(60)	Yes/No	This field should be used for the birthdate, surname, alternate last name, or former last name of the staff. Blank submissions are ignored if an Alternate Last Name was previously submitted. To clear an Alternate Last Name, the word NULL in all capital letters must be supplied during submission for this field.
18	Alternate ID	No	VarChar(50)	No	For StaffID: ID used in the system defined in the Alternate Source field. If Alternate Source is provided, this field is required.
19	Alternate Source	No	VarChar(60)	No	For StaffID: Source Name for the Alternate ID field. Can be used to track additional local identifiers. If Alternate ID is required, this field is required. Examples: PEP CCCBC Compass TCMS NSECD
20	State UserID	No	VarChar(60)	No	This field is used for EdLink security for approved users who need access to EdLink 360.
21	Staff Email	No	VarChar(60)	No	Staff email address
22	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
23	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
24	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
25	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
26	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.
27	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave this field blank.

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
28	RESERVED	No	Date	No	Not Used by LDOE. Leave this field blank
29	RESERVED	No	Numeric(25)	No	Not Used by LDOE. Leave this field blank
30	RESERVED	No	Varchar(25)	No	Not Used by LDOE. Leave this field blank
31	RESERVED	No	VarChar(4)	No	Not Used by LDOE. Leave this field blank
32	RESERVED	No	VarChar(10)	No	Not Used by LDOE. Leave this field blank
33	RESERVED	No	VarChar(10)	No	Not Used by LDOE. Leave this field blank
34	RESERVED	No	VarChar(10)	No	Not Used by LDOE. Leave this field blank
35	RESERVED	No	VarChar(10)	No	Not Used by LDOE. Leave this field blank
36	RESERVED	No	VarChar(10)	No	Not Used by LDOE. Leave this field blank
37	RESERVED	No	Varchar(60)	No	Not Used by LDOE. Leave this field blank
38	RESERVED	No	Varchar(100)	No	Not Used by LDOE. Leave this field blank
39	RESERVED	No	VarChar(60)	No	Not Used by LDOE. Leave this field blank
40	RESERVED	No	VarChar(50)	No	Not Used by LDOE. Leave this field blank
41	Street Address (Physical)	No	VarChar(50)	Yes	Physical Street Address of the Staff
42	Street Address 2 (Physical)	No	VarChar(30)	Yes	Physical Address 2 (e.g. Apartment #)
43	City (Physical)	No	VarChar(30)	Yes	Physical City Address of the Staff
44	State (Physical)	No	Char(2)	Yes	2 Letter Abbreviation code of the State Where the Staff lives. Example: LA – Louisiana
45	Zip Code (Physical)	No	Char(9)	Yes	Physical Zip Code of the Staff's Address 5 digits - or - 9 digits (last 4 cannot be all zeroes)
46	RESERVED	No	VarChar(22)	No	Not Used by LDOE. Leave Blank
47	RESERVED	No	VarChar(20)	No	Not Used by LDOE. Leave Blank
48	RESERVED	No	datetime	No	Not Used by LDOE. Leave Blank
49	RESERVED	No	VarChar(20)	No	Not Used by LDOE. Leave Blank
50	RESERVED	No	VarChar(20)	No	Not Used by LDOE. Leave Blank
51	RESERVED	No	VarChar(125)	No	Not Used by LDOE. Leave Blank
52	RESERVED	No	VarChar(25)	No	Not Used by LDOE. Leave Blank
53	RESERVED	No	VarChar(20)	No	Not Used by LDOE. Leave Blank
54	RESERVED	No	VarChar(2)	No	Not Used by LDOE. Leave Blank
55	Submission Purpose	Yes	Char(3)	No	This field should always include code 001 on all submissions. 001 – Assignment

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
56	Person Type	Yes	Char(2)	No	This field should always include code 02 on all submissions. 02 – Staff
57	RESERVED	No	VarChar(1)	No	Not Used by LDOE. Leave Blank
58	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
59	RESERVED	No	date	No	Not Used by LDOE. Leave Blank
60	RESERVED	No	Varchar(2)	No	Not Used by LDOE. Leave Blank
61	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
62	RESERVED	No	Varchar(1)	No	Not Used by LDOE. Leave Blank
63	RESERVED	No	datetime	No	Not Used by LDOE. Leave Blank
64	RESERVED	No	Numeric(10.2)	No	Not Used by LDOE. Leave Blank
65	RESERVED	No	Varchar(25)	No	Not Used by LDOE. Leave Blank
66	RESERVED	No	Varchar(100)	No	Not Used by LDOE. Leave Blank
67	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
68	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
69	RESERVED	No	VarChar(100)	No	Not Used by LDOE. Leave Blank
70	Active Location Count	No	Numeric(4,0)	No	This field is the internal number of current active locations for the ID Record Type and is provided as a number count in the output file. This field should be blank on input. Any values on input will be ignored.
71	RESERVED	No	datetime	No	Not Used by LDOE. Leave Blank
72	Match Score	No	VarChar(3)	No	This field is used to provide the Match Score for records that are a Match or Near Match only. This field should be blank on input. Any values on input will be ignored.
73	ID Record Status	No	VarChar(255)	No	This field is the internal transaction status result for the record and is provided in the output file. This field should be blank on input. Any values on input will be ignored.
74	Location Status	No	VarChar(255)	No	This field is the internal transaction status result for the Location record and is provided in the output file. This field should be blank on input. Any values on input will be ignored.

#	Field Name	Required	System - Data type	Used for Matching	Notes/FormatDetails
75	EventStatus	No	VarChar(255)	No	This field is the internal transaction status result for the Enrollment Event record and is provided in the output file. This field should be blank on input. Any values on input will be ignored.
76	RecordReference Number	No	VarChar(12)	No	This field is the internal transaction identifier for the record as part of the output file. This field should be blank on input. Any values on input will be ignored.
77	Last Updated User ID	No	VarChar(50)	No	This field is provided in the output file. This field should be blank on input. Any values on input will be ignored.
78	Record Update Date	No	VarChar(10)	No	This field is the last update for the record and is provided in the output file. This field should be blank on input. Any values on input will be ignored.