Package Set-up and Deployment Documentation

How to Stage for S059 – Staff FTE

Contents

Staging the Data

Unit Record Staging Table

The staging table that holds unit records for this submission is:

EDFacts_Staging.Unit_Staff

There is one record for each staff member employed on the state fall count date, typically on or about October 1st of the school year.

The pertinent fields in the table for this submission are:

Field Name*	Data Type	EDFacts Code Set Name	Notes
schoolYear	varchar (9)		
stateStaffIdentifier	varchar (30)		
stateLEAIdentifier	varchar (14)		
LEAName	varchar (60)		
stateSchoolIdentifier	varchar (20)		
schoolName	varchar(60)		
staffLastname	varchar(35)		
staffFirstName	varchar(35)		
staffMiddleName	varchar(35)		
staffNameSuffix	varchar(8)		
staffCategoryCCD	varchar(30)	Staff Category (CCD)	
staffFullTimeEquivalency	numeric(10,8)		FTE expressed as a number with full-time = 1.0000
includeInSEA	varchar (3)	Y/N	
includeInLEA	varchar (3)	Y/N	
includeInSch	varchar (3)	Y/N	

   * *Other fields may exist in this table, but are not used for this submission*

ESP Solutions Group

Aggregate Record Staging Table

The table that holds aggregate records for staff is:

EDFacts_Staging.Agg_StaffFTE

There is one record for each LEA and job category from the Staff Category (CCD) code set with the aggregate counts of staff for that category. There is one record for each school with classroom teacher counts – if reported at the aggregate level. The includeIn<xxx> fields determine which level of reporting is included: LEA or SCH.

The pertinent fields in this table are:

Field Name*	Data Type	EDFacts Code Set Name	Notes
schoolYear	varchar (9)		
stateLEAIdentifier	varchar(14)		
LEAName	varchar(60)		
stateSchoolIdentifier	varchar(20)		
schoolName	varchar(60)		
jobCategory	varchar (20)	staffCategoryCCD	
FTECount	numeric (10,2)		
includeInSEA	varchar (3)	Y/N	
includeInLEA	varchar (3)	Y/N	
includeInSch	varchar (3)	Y/N	

* *Other fields may exist in this table, but are not used for this submission*

If teachers are included in the Agg_StaffFTE table, they must be included at the school level and broken into the CCD staff categories, that is, PKTCH, KGTCH, ELMTCH, SECTCH or UGTCH.

Staging Considerations

The data reported at the LEA level include all staff in all job categories employed by the LEA. The SCHool level file only includes a count of classroom teachers. The SEA level file is a roll-up of the LEA level results.

For the school level file, staff in CCD job categories of PKTCH (Pre-kindergarten teachers), KGTCH (Kindergarten teachers), ELMTCH (Teachers in elementary grades), SECTCH (Teachers in secondary grades), or UGTCH (Teachers of undefined grade level) are selected. These job categories have to be reported at a school level and not just rolled up to LEA summary for the individual.

Other job categories can be summarized for an individual at the LEA level. That is, a school principal at two schools can be reported either with a record for each school or as a single LEA summary record. A teacher at two school must be reported with a record for each school.

Same is true for the aggregate table. Teacher job categories must be aggregate at the school level. Other job categories can be aggregated for the school or summarized at the LEA level.

A state may have aggregate source that mirrors the EDFacts requirements, that is, it has school level total teacher counts, and LEA level district summaries in the teacher breakout categories. A teacher who teaches in a K-12 school is summarized by school and job category CLASSTEACHER at the school, but reported in the ELMTCH and SECTCH LEA summaries. In this case stage both sets of records but set the includeInSCH and includeInLEA flags appropriate to the record reporting level. Add a record to the StateCodeTranslation table for the "Staff Category (CCD)" code set that translates the school level all teacher state code (CLASSTEACHER in our example) to the UGTCH EDFacts code. Be sure to only use the CLASSTEACHER code in school level records.

Data from the two staging tables are UNION'd together in the file EDFacts submission. It is common for a state to collect classified staff as aggregate data and certified staff with unit records. As long as job categories in the two staging tables don't overlap the included staff, the calculations will be correct.

That is, an individual's job category and FTE can be in only one of the two staging tables. If the aggregate table includes staff that are also reported at the unit level, then double counting will result.

If a category is MISSING—for example if a state does not break out elementary and secondary guidance counselors (ELMGUI and SECGUI)—then put the record in the Agg_StaffFTE staging table with a count of -1.

Inter File Prerequisites and Dependencies

The 029 Directory and 039 Grades Offered tables have to be populated for the current school year. The staging tables LEADirectory and SchoolDirectory must be populated in EDFacts_Staging.

ES3 uses the 039 - Grade Offered data in the generation of zero records for 059.

System Configuration

The S059 – Staff FTE file is reported at all three levels: SEA, LEA, and SCH

SubmissionFileCharacteristic Table Entry

There is must be a record in this table for each reportingPeriod and reportLevel.

Column	Value
reportingPeriod	**2013-2014**
specificationNumber	**S059**
reportLevel	**SEA**, **LEA** or **SCH**; one record for each level
headerRecordFileName	**FTESTFTBL**
headerRecordFiletype	**SEA STAFF FTE, LEA STAFF FTE** or **SCHOOL STAFF FTE**; as appropriate for the given reportLevel
dataRecordTableName	**FTESTAFF** for SEA and LEA; **CLASSTEACHFTE** for the School File
fileSubdirectory	S059
zipFilePassword	

Column	Value
invalidRecordsFileName	Invalid S059 Records

> ** Text in the highlighted cells is static and must match the bold text*

The directory saved in the StateConfig entry for the correct school year MUST exist. The fileSubdirectory entry from the SubmissionFileCharacteristic table entry will be added to that root at runtime, if the folder does not exist.

Required StateCodeTranslation Code Sets

Code Set Name	Script that populates
Staff Category (CCD)	ef_pop_sct_Staff.sql
Y/N	ef_pop_sct_BasicCommon.sql

StateCharacteristic Entries

No special characteristics are used by this submission file

SSIS Configuration Table Entries

Package Specific Configuration Filter Settings

Configuration Filter: [S059 Membership]

Package Path	Sample Value*
\Package.Variables[User::ErrorEmailCCLine].Properties[Value]	
\Package.Variables[User::ErrorEmailToLine].Properties[Value]	sking@espsg.com
\Package.Variables[User::ReportingPeriod].Properties[Value]	2013-2014
\Package.Variables[User::SuccessEmailCCLine].Properties[Value]	
\Package.Variables[User:: SuccessEmailToLine].Properties[Value]	sking@espsg.com

> ** These values are exposed through the Web Application and can be changed at run-time*

Required Stored Procedures

Procedure Name	Notes
EDFacts_Submission.ef_ETL_S059	Takes a single reporting period parameter in YYYY-XXXX format
EDFacts_Staging.ef_StageValidation_S059	Takes a single reporting period parameter in YYYY-XXXX format