DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

2021-22 School Year Faculty and Staff Collection metrics

#	Field/Variable Name	Description	Is this metric required?	Name of the Collection Template	Data Use*	Lists of allowable values for drop-down menus on the collection tab
1	Unique Faculty and Staff Identifier (UFSI)	The staff member's unique identifier provided by OSSE.	<OSSE Provided Number>	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Data Quality	<OSSE Provided Number>
2	Last Name	The legal last name of the faculty or staff member.	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional All other staff	Data Quality check and generation of UFSI	<Open text>
3	First Name	The legal first name of the faculty or staff member.	Yes	• Teacher • School Administrator/ Related Service Provider/Special	Data Quality check and generation of UFSI	<Open text>

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				Education Paraprofessional • All other staff		
4	Middle Name	The legal middle name of the faculty or staff member.	No	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Data Quality check and generation of UFSI	<Open text>
5	Alias or Maiden Name	Any alternate or maiden name of the faculty or staff member. Any additional names or previous names that the faculty or staff member may have had.	No	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Data Quality check and generation of UFSI	<Open text>
6	SSN	The last four digits of the staff member's Social Security Number or the last four digits of the staff member's Individual Taxpayer Identification Number (ITIN).	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Data Quality check and generation of UFSI	<Numeric>

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7	Local Staff ID	The ID assigned to a staff member by your internal system.	No	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	N/A	<Open text>
8	Date of Birth	The month day, and year on which the faculty or staff member was born.	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Data quality check and generation of UFSI	MM/DD/YYYY
9	Gender	A coded value representing the staff member's reported gender.	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Data Quality check and generation of UFSI and Statewide report	• Male • Female • Non-binary • Unknown
10	Race	The reported race/ethnicity of the faculty or staff member.	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional	Data Quality check and generation of UFSI and Statewide report	• American Indian/Alaskan Native • Asian • Black/African American • Two or More Races • Pacific

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				• All other staff		Islander/Native Hawaiian • White/Caucasian • Other • Unknown
11	Ethnicity	The reported ethnicity of the faculty or staff member.	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Data Quality check and generation of UFSI and Statewide report	• Hispanic • Not Hispanic • Unknown
12	LEA Name	The name of the local education agency (LEA) the staff member serves.	Yes	• Included in every template	All federal and local reports	<Character> Select LEA Name from the drop-down menu.
13	LEA Code	The Unique OSSE-assigned identifier for the LEA.	N/A	• Included in every template	All federal and local reports	<Numeric> Select LEA Code from the drop-down menu.
14	School Name	The name of the school the staff member serves.	Yes	• Included in every template	All federal and local reports	<Character> Select School Name from the drop-down menu.
15	School Code	The unique OSSE-assigned identifier for the school the staff member serves.	N/A	• Included in every template	All federal and local reports	<Numeric> Select School Code from the drop-down menu.

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16	Returning Employee	The staff member's returning status.	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Statewide report	• Returner • Transfer - New School/ Federal Role/ Subject • Leaver- LEA • New Employee
17	Leave Date	The employees' last day of employment at the LEA.	Only required for Leavers	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Statewide report	<Date>
18	Staff Member's Title	The employee's title, as per the LEA.	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Data quality	<Open text>
19	Federal Role	The employee's federal role as per the definitions in the Definitions of Federal Roles document.	Yes	• Included in every template	Data quality; Federal Teacher Shortage Areas Report; EdFacts; Statewide report; DC	• Teacher, Adult • Teacher, Elementary (grades 1-6) • Teacher, Kindergarten • Teacher, Pre-School and Pre-Kindergarten (grades PS and PK)

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					School Report Card	• Teacher, Secondary (grades 7-12) • Paraprofessional – Special Education • Paraprofessional – General Education • Librarian/Media Specialist • Library/Media Support Staff • LEA Administrator • Instructional Coordinator and Supervisor • LEA Administrative Support Staff • School Administrative Support Staff • School Counselors/Directors • School Counselors/Directors, Secondary (Grades 7-12) • School Counselors/Directors, Elementary (Grades PS-6) • School Administrator - Principal/School Leader

#	Field/Variable Name	Description	Is this metric required?	Name of the Collection Template	Data Use*	Lists of allowable values for drop-down menus on the collection tab
						(designate ONE per school) • School Administrator - Other • Special Education Support Staff, Audiologist • Special Education Support Staff, Counselor/Rehabilitation Counselor • Special Education Support Staff, Interpreter • Special Education Support Staff, Medical/Nursing • Special Education Support Staff, Occupational Therapist • Special Education Support Staff, Orientation and Mobility Specialist • Special Education Support Staff, Physical Therapist • Special Education Support Staff, Psychologist

#	Field/Variable Name	Description	Is this metric required?	Name of the Collection Template	Data Use*	Lists of allowable values for drop-down menus on the collection tab
						• Special Education Support Staff, Recreation and Therapeutic Recreation Specialist • Special Education Support Staff, Social Worker • Special Education Support Staff, Speech Language Pathologist • Student Support Staff • Other Support Staff
20	Full-time employment (FTE) Percentage	The amount of time the staff member spends in performance of a role.	Yes	• Included in every template	Federal Teacher Shortage Areas Report; EdFacts; Statewide report; DC School Report Card; Teacher Equity Calculations	<Numeric value> An FTE Percentage of 1.0 represents a full-time employee.
21	Special Education Teacher	The designation for a staff member who is a Special Education Teacher.	Yes	• Teacher	EdFacts	• Yes • No
22	Special Education FTE	The amount of time the teacher, paraprofessional, or special education support	Yes	• Teacher • School Administrator/ Related Service Provider/Special	EdFacts	<Numeric value> Between 0 and 1.2 (Should equal 1.0 for full-time employees and

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		staff serves students with disabilities.		Education Paraprofessional		0.5 for half-time employees)
23	Special Education Grades Pre-K3 to Pre-K4 FTE	The amount of time the teacher, paraprofessional, or special education support staff serves students with disabilities in grades Pre-K3 to Pre-K4.	Only required for SPED teachers/ providers	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional	EdFacts	<Numeric value> Between 0 and 1.2
24	Special Education Grade K to Age 21 FTE	The amount of time the teacher, paraprofessional, or special education support staff serves students with disabilities between kindergarten to 21 years old.	Only required for SPED teachers/ providers	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional	EdFacts	<Numeric value> Between 0 and 1.2
25	EL FTE	The amount of time the teacher serves in a language instruction education program designed for English learners.	Only required for EL teachers	• Teacher	EdFacts	<Numeric value> Between 0 and 1.2

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26	Dual Language Program Teacher	The designation for a teacher who teaches in a dual language program. By definition, a teacher in a dual language program provides academic content in a partner language or in English.	Only required for teachers	• Teacher	Statewide report	• Yes • No
27	Dual Language of Instruction	The language used to teach course curriculum to students.	Only required for dual language teachers	• Teacher	Statewide report	• English • Spanish • French • Mandarin • Arabic • Hebrew
28	DC License or Certification Status	The indication for whether the staff member holds an active educator credential in DC for his/her current role.	Only required for teachers, related service providers, and paraprofessionals that work with special education students.	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional	EdFacts; DC School Report Card for DCPS only	• Yes • No
29	DC Special Education Certification Status	The indication for whether the teacher holds a Special Education	Yes	• Teacher	EdFacts	• Yes • No

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		teaching credential from OSSE.				
30	DC EL Certification Status	The indication for whether the teacher holds an ESL/Teaching English to speakers of other languages credential or a bilingual credential from OSSE.	Yes	• Teacher	EdFacts	• Yes • No
31	License or Certification Field or Subject	Indicates the primary educator credential or certification field. It may include more than one on the same line (i.e., English/Special Education)	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional	EdFacts	<Open Text>
32	License or Certification Provider	The name of the provider that issued the certification or license.	Only required for related service providers.	• School Administrator/ Related Service Provider/Special Education Paraprofessional	EdFacts	• OSSE • DOH • OSSE and DOH
33	Passed PRAXIS Exam	The indication as to whether the special education paraprofessional has passed the ETS	Only required for Paraprofessional - Special Education	• School Administrator/ Related Service Provider/Special	EdFacts	• Yes • No • Not Attempted

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		PRAXIS ParaPro Assessment on or before Oct. 5, 2021.		Education Paraprofessional		
34	Subject	The teacher's subject area.	Yes	• Vacancy • Teacher	Federal Teacher Shortage Areas Report; Statewide retention analysis report	• Art: General Art • Art: Dance • Art: Music: Instrumental/Vocal • Art: Performing Arts • Art: Visual Arts • Bilingual Education • Business Education • CTE: Agriculture, Food, and Natural Resources • CTE: Architecture and Construction • CTE: Arts, A/V Technology, and Communications • CTE: Business Management & Administration • CTE: Education & Training • CTE: Finance • CTE: Government and Public Administration • CTE: Health Science • CTE: Hospitality and Tourism • CTE: Human Services

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						• CTE: Information Technology • CTE: Law, Public Safety, Corrections & Security • CTE: Manufacturing • CTE: Marketing • CTE: Science, Technology, Engineering & Mathematics • CTE: Transportation and Logistics • Early Childhood • Elementary • English Language Arts • Literature • Speech • English as a Second Language • Foreign Languages: Spanish • Foreign Languages: French • Foreign Languages: Latin • Foreign Languages: American Sign Language • Foreign Languages: Mandarin Chinese

#	Field/Variable Name	Description	Is this metric required?	Name of the Collection Template	Data Use*	Lists of allowable values for drop-down menus on the collection tab
						• Foreign Languages: Japanese • Foreign Languages: Other (not noted above) • Health and Physical Education • Home Economics • Humanities • Library Science • General Mathematics • Mathematics: Algebra 2/Trigonometry • Mathematics: Calculus/Pre-Calculus • Mathematics: Geometry • Mathematics: Algebra 1 and 2 • Mathematics: Statistics • Psychology • Reading • ROTC • Science: General Science • Science: Biology • Science: Chemistry • Science: Environmental Science

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						• Science: Earth and Space • Science: Life Science • Science: Physics • Social Studies • Geography • Government • Economics • History (U.S. or World) • Political Science • Special Education • Technology Education
35	In-Field	The indication for whether the teacher is qualified in the subject area they currently teach, based on OSSE's definition: 1. Has a university degree in their field of teaching; 2. Has a certification in their field of teaching; and/or 3. Has demonstrated effective teaching in their field as	Yes	Teacher	Teacher Equity calculations; DC School Report Card	• Yes • No

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		measured by the LEA's teacher evaluation system.				
36	Novice Teacher	The indication for whether the teacher has zero (0) years of experience, or one (1) year of experience and was found below effective in their first year of teaching.	Yes	• Teacher	Teacher Equity calculations	• Yes • No
37	Principal Experience	The indication of the principal's experience as a principal.	Only required if federal role is "principal"	• School Administrator/ Related Service Provider/Special Education Paraprofessional	Statewide report	• The current principal was in the same role last year • The current principal is new to the role this year, new to the school, and new to the LEA • The current principal is new to the principal role, but not new to the school (e.g., was assistant principal or an instructional coach last year) • The current principal is new to the role, and worked in a different

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						school in the LEA last year
38	Teacher Years of Teaching Experience	The years as a full-time teacher of record, not including the 2021-22 school year.	Only required if federal role is Teacher	• Teacher	DC School Report Card; EdFacts	<Numeric (whole number)>
39	Years of School Administrator Experience	The years as a full-time school administrator for anyone listed with a federal role of School Administrator.	Only required if federal role is School Administrator or School Administrator – Principal	• School Administrator/ Related Service Provider/Special Education Paraprofessional	DC School Report Card; EdFacts	<Numeric (whole number)>
40	LEA Start Date	The month, day, and year the employee started at the LEA.	Only required for new employees	• Teacher School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Data Quality	MM/DD/YYYY
41	Social Emotional Learning and Discipline Support Provider	The indication of whether the staff member supports with mental wellness, behavior interventions and/or social and emotional skills.	Yes	• School Administrator/ Related Service Provider/Special Education Paraprofessional • All other staff	Statewide report	• Yes • No

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42	Highest Education Attained	The type of degree the staff member received.	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional	EdFacts Statewide report	• 48 Hours of college credit • Associate's • Bachelor's • Master's • Doctorate • Other
43	Highest Degree Field/Major	The field/major in which the staff member received this degree.	Yes	• Teacher • School Administrator/ Related Service Provider/Special Education Paraprofessional	Statewide report	<Open Text>
44	Previous School Year Below Effective Evaluation Rating	The indication for whether the teacher earned an evaluation rating below "effective" on the LEA's evaluation system for the previous school year.	Yes	• Teacher • Leavers	Teacher Equity Calculations; Statewide report	• Yes • No • Not Rated

* The list is not exhaustive