

### *Section 3.1 Staff Records Overview*

- Reviewed, revised, restructured section
- Removed duplicative information
- Clarified reporting based on questions received

### *Section 3.2 Reporting Contracted Staff*

*\*Not sure what this list will actually look like as I'm still working on this section. That said, this is some of what I've done.*

- Reformatted Table 1 for clarity
- Revised and reformatted text for clarity and to update language
- Removed several situations as unneeded or collected via other means

### *Section 3.3 Staff Demographic (CI) Record. Updates to this section include the following.*

- Clarified reporting guidance for the following elements
  - Absence Days
  - Absence Days – Long Term Illness
  - Attendance Days
  - Authorized Teaching Experience Years
  - Employee ID
  - State Staff ID
- Clarified definition and reporting guidance for the following elements
  - Early Childhood Education Qualification
  - Principal Experience Years
  - Total Experience Years
- Deleted the following elements
  - Prefix Name
  - Suffix Name
- Valid options corrected and guidance updated for the following element
  - Semester Hours

### *Section 3.4 Staff Employment (CK) Record. Updates to this section include the following.*

- Deleted Fund Source options J and X; renamed option I
- Updated ORC §3319.283 under Type of Appointment
- Corrected valid options for Position FTE
- Corrected definition for Qualified Paraprofessional
- Clarified reporting guidance for the following elements
  - Building IRN
  - Employee ID
  - Position Separation Date
  - Position Status
- Deleted the following elements
  - Extended Service

- Grade Levels Assigned–High
- Grade Levels Assigned–Low
- Removed information regarding educational service personnel

*Section 3.5 Contractor Staff Employment (CJ) Record. Updates to this section include the following.*

- Corrected valid options for Position FTE
- Clarified reporting guidance for Employee ID

*Section 3.6 Contractor Only Staff (CC) Record*

- Fund Source options J and X deleted
- Fund Source option Y added
- Names of Fund Source options updated

*Section 3.7 Staff Summer Employment Separation (CL) Record*

- See change 24-20: Added Position Separation Reason 4 Resigned – Took a job outside the field of education

*Section 3.8 Staff Missing Override (CP) Record*

- See change 24-20: Added Position Separation Reason 4 Resigned – Took a job outside the field of education
- See change 24-31: Clarified the reporting of staff overrides

*Section 3.9 Position Codes*

- No updates