



# 2024-2025 Staff Evaluation Snapshot File Layout

## Purpose:

The purpose of the Staff Evaluation snapshot is to obtain the final evaluation ratings for licensed personnel.

## Dependencies:

Employees have been assigned an EDID and demographic data is updated in the EDIS system.

Employees have a record in the staff interchange for:

- Staff Profile (demographics and educational background)
- Staff Evaluation File (evaluation ratings)

## Criteria:

Pull all error-free records from the Staff Evaluation Interchange file

The records selected from the Staff Evaluation file will be joined with data from the Staff Profile

- Joined based on EDID and District Code

## File Notes:

- \*Indicates primary key

## Data Field List:

Name of Field	Field Length	Source Interchange	Source File	Remarks
School District/BOCES Code	4	Staff Interchange	Staff Evaluation File	
EDID	8	Staff Interchange	Staff Evaluation File	
Staff's Last Name	30	Staff Interchange	Staff Evaluation File	
Staff's First Name	30	Staff Interchange	Staff Evaluation File	
Staff's Date of Birth	8	Staff Interchange	Staff Evaluation File	MMDDYYYY Format
Staff's Gender	2	Staff Interchange	Staff Evaluation File	
School Code	4	Staff Interchange	Staff Evaluation File	
Staff's Ethnicity: Hispanic or Latino	1	Staff Interchange	Staff Profile	
Staff's Race: American Indian or Alaska Native	1	Staff Interchange	Staff Profile	
Staff's Race: Asian	1	Staff Interchange	Staff Profile	



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Name of Field	Field Length	Source Interchange	Source File	Remarks
Staff's Race: Black or African American	1	Staff Interchange	Staff Profile	
Staff's Race: White	1	Staff Interchange	Staff Profile	
Staff's Race: Native Hawaiian or Other Pacific Islander	1	Staff Interchange	Staff Profile	
Federal Race Category	2	Staff Interchange	Staff Profile	Calculated value based on Ethnicity and race
Highest Level of Education Completed	2	Staff Interchange	Staff Profile	
Institution Code of Degree	4	Staff Interchange	Staff Profile	
State Code of Degree	2	Staff Interchange	Staff Profile	
Years of Prior Pre/K-12 Teaching Experience	2	Staff Interchange	Staff Profile	
Years of Prior Pre/K-12 Education Experience	2	Staff Interchange	Staff Profile	
Beginning (start) Date at School District	8	Staff Interchange	Staff Profile	MMDDYYYY Format
Probationary Status	2	Staff Interchange	Staff Evaluation File	
Highly Effective Process	2	Staff Interchange	Staff Evaluation File	
Job Classification Code	3	Staff Interchange	Staff Evaluation File	
Teacher Overall Performance Evaluation Rating	2	Staff Interchange	Staff Evaluation File	
Teacher Quality Standard 1: Content Expertise	2	Staff Interchange	Staff Evaluation File	
Teacher Quality Standard 2: Learning Environment	2	Staff Interchange	Staff Evaluation File	
Teacher Quality Standard 3: Facilitate Learning	2	Staff Interchange	Staff Evaluation File	
Teacher Quality Standard 4: Professionalism	2	Staff Interchange	Staff Evaluation File	
Teacher Measures of Student Learning	2	Staff Interchange	Staff Evaluation File	
Special Services Provider (SSP) Overall Performance Evaluation Rating	2	Staff Interchange	Staff Evaluation File	
Special Services Provider (SSP) Quality Standard 1: Professional Expertise	2	Staff Interchange	Staff Evaluation File	



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Name of Field	Field Length	Source Interchange	Source File	Remarks
Special Services Provider (SSP) Quality Standard 2: Learning Environment	2	Staff Interchange	Staff Evaluation File	
Special Services Provider (SSP) Quality Standard 3: High Quality Service Delivery	2	Staff Interchange	Staff Evaluation File	
Special Services Provider (SSP) Quality Standard 4: Professionalism	2	Staff Interchange	Staff Evaluation File	
Special Services Provider (SSP) Measures of Student Outcomes	2	Staff Interchange	Staff Evaluation File	
Principal Overall Performance Evaluation Rating	2	Staff Interchange	Staff Evaluation File	
Principal Quality Standard 1: Strategy	2	Staff Interchange	Staff Evaluation File	
Principal Quality Standard 2: Culture	2	Staff Interchange	Staff Evaluation File	
Principal Quality Standard 3: Instruction	2	Staff Interchange	Staff Evaluation File	
Principal Quality Standard 4: Professionalism	2	Staff Interchange	Staff Evaluation File	
Principal Measures of Student Learning	2	Staff Interchange	Staff Evaluation File	

### Internal Flag Descriptions:

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#### Federal Race Staff

Code	Description
01	American Indian or Alaska Native
02	Asian
03	Black or African American
04	Hispanic or Latino
05	White
06	Native Hawaiian or Other Pacific Islander
07	Two or More Races



## 2025-2026 Snapshot – File Layout

### Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
03/28/2025	Update for accessibility standards.		Document formatting.