

## STAR Data Collection Format

If you would like to create a text file to upload your data, your text files must match the below data collection format.

Please ensure:

- Total record length is 140 characters

### Licensed Staff Employment Record Layout – Record Type Indicator = LA

DATA ELEMENT	NUMBER OF CHARACTERS	Your Data
Record Type Indicator	2	LA
Contracting District Number	4	
Contracting District Type	2	
File Folder Number	7	
Social Security Number	9 (all zeros)	000000000
Staff Name (enter spaces after the name)	48	
Gender	1	
Birth Date	8	
Race/Ethnicity	1 (zero)	0
Employment Status	2	
Inactive/Transfer/Termination	2	
Contract Salary	6	
Highest Education Level	2	
Contract Days	3	
Years of Experience – Superintendent	2	
Years of Experience – Principal	2	
Years of Experience – Classroom Teacher	2	
Years of Experience – Other	2	
Out-of-District Assignment	1	
Full Time/Part Time	1	
District Use (not using, enter 10 zeros or spaces)	10	
Hispanic	1	
American Indian or Alaskan Native	1	
Asian	1	
Native Hawaiian or Other Pacific Islander	1	
Black or African American	1	
White	1	
Filler	17	Enter 17 spaces

## Licensed Staff Assignment Record Layout – Record Type Indicator = LB

DATA ELEMENT	NUMBER OF CHARACTERS	Your Data
Record Type Indicator	2	LB
District of Service Number	4	
District of Service Type	2	
File Folder Number	7	
School Number of Assignment	3	
Social Security Number	9 (all zeros)	000000000
Assignment Code	6	
Grade Level	2	
Mode of Teaching	1	
Periods per Week	2	
Length of Period	3	
Zero Fill	2	00
Total Number of Pupils	3 (all zeros)	000
District Use (not using, enter 10 zeros or spaces)	10	
Filler	84	Enter 84 spaces

## Non-Licensed Staff Record Layout – Record Type Indicator = NA

DATA ELEMENT	NUMBER OF CHARACTERS	Your Data
Record Type Indicator	2	NA
Contracting District Number	4	
Contracting District Type	2	
School Number of Assignment	3	
Unique Identifier	9	
Staff Name (enter spaces after the name)	48	
Gender	1	
Birth Date	8	
Race/Ethnicity	1 (zero)	0
Non-Licensed Staff Employment Status	2	
Employee Classification	6	
Hours Worked per Week	2	
Zero Fill	2	00
Full Time/Part Time	1	
District Use (not using, enter 10 zeros or spaces)	10	
Hispanic	1	
American Indian or Alaskan Native	1	
Asian	1	
Native Hawaiian or Other Pacific Islander	1	
Black or African American	1	
White	1	
Filler	33	Enter 33 spaces