

STAR Preparation Worksheets

To be used for the STaff Automated Report. Please refer to the STAR Coding Manual for the correct codes. These worksheets are intended for individual educator information. Please visit the STAR webpage for an Excel form for multiple educators.

If your district does not have a program or text file to upload STAR data, you can use these worksheets to gather the information needed.

The information can be completed on the computer and saved or printed and completed by hand.

The worksheets can also be completed by the staff members themselves. Data elements that should not be completed by staff members have been marked as “STAR Personnel only.” These sections require specific codes that non-STAR related staff would not know.

LA – Licensed Employment Record

School Year	District Number	District Type	District Name

Data Element		Description	Staff Data
File Folder Number		Six-digit or seven-digit number	
Social Security Number		Nine zeros for licensed staff	(enter only 000000000)
Name		LAST, FIRST MIDDLE	
Gender		M (male) or F (female) or U (undeclared)	
Birth Date		YYYY/MM/DD	
Ethnicity:	Hispanic	Y (yes) or N (no)	
Race:	American Indian or Alaskan Native	Y (yes) or N (no)	
	Asian	Y (yes) or N (no)	
	Native Hawaiian or Pacific Islander	Y (yes) or N (no)	
	Black	Y (yes) or N (no)	
	White	Y (yes) or N (no)	
New Licensed Staff		Two-digit number	(STAR personnel only)
Hire Date		YYYY/MM	(STAR personnel only)
Inactive/Termination		Two-digit number	(STAR personnel only)
Inactive or Termination Date		YYYY/MM	(STAR personnel only)
Contract Salary		Six-digit number, proceed with zero	(STAR personnel only)
Highest Education Level		Degree, plus number of credits above degree, if any	
Contract Days		Three-digit number	(STAR personnel only)
Years of Experience:	Superintendent	Two-digit number	
	Principal	Two-digit number	
	Teacher	Two-digit number	
	Other	Two-digit number	
Out of District Assignment		Y (yes) or N (no)	(STAR personnel only)
Fulltime or Part Time		F (fulltime) or P (part time)	(STAR personnel only)

LB – Licensed Assignment Record

School Year	District Number	District Type	District Name

Data Element	Description	Staff Data
File Folder Number	Six-digit or seven-digit number	
Name	LAST, FIRST MIDDLE	
Social Security Number	Nine zeros for licensed staff	(enter only 000000000)

Data Element	School Number =	School Number =
Assignment/Course/Subject		
Grade Level		
Mode of Teaching (traditional, ITV, Team Teaching, Intentional Overload, Online, Special Education Multidisciplinary Team, College in the Classroom, Immersion)		
Number of Periods per Week		
Number of Minutes per Period		

Data Element	School Number =	School Number =
Assignment/Course/Subject		
Grade Level		
Mode of Teaching (traditional, ITV, Team Teaching, Intentional Overload, Online, Special Education Multidisciplinary Team, College in the Classroom, Immersion)		
Number of Periods per Week		
Number of Minutes per Period		

NA – Non-Licensed Staff Record

School Year	District Number	District Type	District Name

Data Element		Description	Staff Data
Unique Identified Number		Four digit district number and five additional digits	(STAR personnel only)
Name		LAST, FIRST MIDDLE	
Gender		M (male) or F (female) Or U (undeclared)	
Birth Date		YYYY/MM/DD	
Ethnicity:	Hispanic	Y (yes) or N (no)	
Race:	American Indian or Alaskan Native	Y (yes) or N (no)	
	Asian	Y (yes) or N (no)	
	Native Hawaiian or Pacific Islander	Y (yes) or N (no)	
	Black	Y (yes) or N (no)	
	White	Y (yes) or N (no)	
New Licensed Staff		Two-digit number	(STAR personnel only)
Fulltime or Part Time		F (fulltime) or P (part time)	(STAR personnel only)
Employee Classification		Job the individual does	
Hours worked per week		Two-digit number	
Employee Classification		Job the individual does	
Hours worked per week		Two-digit number	
Employee Classification		Job the individual does	
Hours worked per week		Two-digit number	
Employee Classification		Job the individual does	
Hours worked per week		Two-digit number	