



fall_submission_verify_hr_demo

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Save

Employee: **Retrieve** **Directory** **Add Emp**

Demographic Information **Credentials** **Verification** **Insurance** **Service Record** **Responsibility**

Staff ID/SSN: 190-16-9752 Texas Unique Staff ID: Last Ch

Name

Legal: Maiden Name

Former: Generation

Title First Middle Last

Addresses

Mailing: Zip

Alternate:

Address Country Delivery Name

Supplemental:

Sex: Citizenship ☒ Driver's License: DL State: DL Expir Date:

DOB: Marital Stat: Deceased ☐

Ethnicity **Race (check all that apply; must select at least one)**

☒ Hispanic/Latino

☐ American Indian Alaskan Native ☐ Native Hawaiian Pacific Islander

☐ Asian ☐ White ☒

☐ Black African American

Category: Staff**Interchange: StaffAssociationExtension****Complex Type: StaffExtension (30040)**

Description: Staff ID and demographics. An individual who performs specified activities for the education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion.

For Submission 1, report the following:

- Staff who are employees or volunteers providing professional service as of the fall snapshot date
- Contracted classroom teachers assigned to a classroom on the fall snapshot date

Exclude the following:

- Staff who left employment before the fall snapshot date

- Staff who have not begun employment as of the fall snapshot date

The following elements from the *StaffExtension* complex type are included in Submission 1:

- ☐ FIRST-NAME **Name - Legal - First** (E0703) is the person's legal first name which must match the first name as shown on the identification documentation (social security card).
- ☐ MIDDLE-NAME **Name - Legal - Middle** (E0704) is a person's legal middle name which must match the middle name as shown on the identification documentation (social security card). If, and only if, the person has no middle name, the field must be left blank. Do not use any other text such as NONE or NA. Do not use punctuation other than a hyphen, space, or single apostrophe.
- ☐ LAST-NAME (E0705) **Name - Legal - Last** is a person's legal last name which must match the last name as shown on the identification documentation (social security card).
- ☐ GENERATION-CODE **Name - Legal - Generation** (E0706) is the generation suffix, if any, which the person attaches to his name. If the person has no generation code, the field must be left blank.
- ☐ SEX-CODE **Sex** (E0004) is the person's gender.
- ☐ DATE-OF-BIRTH **DOB** (E0006) is the month, day, and year of the person's birth.
- ☐ HISPANIC-LATINO-CODE **Ethnicity - Hispanic/Latino** (E1064) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ AMERICAN-INDIAN-ALASKA-NATIVE-CODE **Race - American Indian Alaskan Native** (E1059) indicates a person having origins in any of the original peoples of North and South America (including Central America).
- ☐ ASIAN-CODE **Race - Asian** (E1060) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ BLACK-AFRICAN-AMERICAN-CODE **Race - Black African American** (E1061) indicates a person having origins in any of the black racial groups of Africa.
- ☐ NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE **Race - Native Hawaiian Pacific Islander** (E1062) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ WHITE-CODE **Race - White** (E1063) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



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