

File Short Name	Field Name	Data Type	Max Length	Direction	Required/Optional	Comments	Is Errors Field
Personnel Appr	LocalId	AlphaNumeric	15	In	Optional	Value supplied by the district so they can uniquely identify the record on return	
Personnel Appr	BatchId	DecimalNumber	11	Out	N/A	Batch Identifier, identifies specific batch file	
Personnel Appr	RCDT	AlphaNumeric	11	In	Mandatory	Must match approval. Must match the IWas account of user submitting file. Must be 11 characters (?)	
Personnel Appr	EntityId	DecimalNumber	11	In/Out	Optional	ISBE will provide the EntityId for the RCDT back out, the district should start switching over to this and eventually RCDT removed from the file once everyone is submitting EntityId	
Personnel Appr	IEIN	DecimalNumber	11	In	Mandatory	Personnel identifier field, assigned by the EIS system (currently TSR).	
Personnel Appr	FirstName	AlphaNumeric	30	In	Mandatory	Will be used in conjunction with last name and IEIN for data verification.	
Personnel Appr	LastName	AlphaNumeric	30	In	Mandatory	Will be used in conjunction with first name and IEIN for data verification.	
Personnel Appr	TermId	AlphaNumeric	1	In	Mandatory	Only report Regular Term. See Appendix B for term code listing.	
Personnel Appr	SpecialEdId	AlphaNumeric	1	Out	N/A	See Appendix C for SpecEdId code listing	
Personnel Appr	SchoolYear	IntegerNumber	4	In/Out	Mandatory	Format the school year as YYYY	
Personnel Appr	Employed1201	Bit	1	In	Mandatory	Enter 1 for yes, 0 for no	
Personnel Appr	ActiveFlag	Bit	1	In	Mandatory	0=False, 1=True - 0 Removes the record	
Personnel Appr	WorkAssignment1Code	AlphaNumeric	4	In	Mandatory	Must be 2 to 4 characters	
Personnel Appr	WorkAssignment1FTERegularTerm	DecimalNumber	5	In	Mandatory	Use decimal point between 0.000 to 1.000.	
Personnel Appr	WorkAssignment1ApprovedDate	DateTime	8	Out	N/A	8 characters - MMDDYYYY	
Personnel Appr	WorkAssignment1ApprovedTerm	DecimalNumber	1	Out	N/A	See Appendix B for term code listing	
Personnel Appr	WorkAssignment1StatusId	DecimalNumber	1	Out	N/A	See Appendix A for work assignment status code listing	
Personnel Appr	WorkAssignment1ActiveFlag	Bit	1	In/Out	Optional	0=False, 1=True - 0 Removes the Work Assignment	
Personnel Appr	WorkAssignment2Code	AlphaNumeric	4	In	Optional	Must be 2 to 4 characters	
Personnel Appr	WorkAssignment2FTERegularTerm	DecimalNumber	5	In	Optional	Use decimal point between 0.000 to 1.000.	
Personnel Appr	WorkAssignment2ApprovedDate	DateTime	8	Out	N/A	8 characters - MMDDYYYY	
Personnel Appr	WorkAssignment2ApprovedTerm	DecimalNumber	1	Out	N/A	See Appendix B for term code listing	

Personnel Appr	WorkAssignment2StatusId	DecimalNumber	1	Out	N/A	See Appendix A for work assignment status code listing
Personnel Appr	WorkAssignment2ActiveFlag	Bit	1	In/Out	Optional	0=False, 1=True - 0 Removes the Work Assignment
Personnel Appr	WorkAssignment3Code	AlphaNumeric	4	In	Optional	Must be 2 to 4 characters
Personnel Appr	WorkAssignment3FTERegularTerm	DecimalNumber	5	In	Optional	Use decimal point between 0.000 to 1.000.
Personnel Appr	WorkAssignment3ApprovedDate	DateTime	8	Out	N/A	8 characters - MMDDYYYY
Personnel Appr	WorkAssignment3ApprovedTerm	DecimalNumber	1	Out	N/A	See Appendix B for term code listing
Personnel Appr	WorkAssignment3StatusId	DecimalNumber	1	Out	N/A	See Appendix A for work assignment status code listing
Personnel Appr	WorkAssignment3ActiveFlag	Bit	1	In/Out	Optional	0=False, 1=True - 0 Removes the Work Assignment
Personnel Appr	PersonnelApprovalStatusId	DecimalNumber	1	Out	N/A	See Appendix D for Approval status code listing
Personnel Appr	FullTimeEquivalent	DecimalNumber	5	Out	Optional	Use decimal points 0.000 to 1.000.
Personnel Appr	RegLocalSalary	DecimalNumber	11	In	Optional	Use numeric between 0 and 9999999. Whole dollars only.
Personnel Appr	RegOrphanageSalary	DecimalNumber	11	In	Optional	Use numeric between 0 and 9999999. Whole dollars only.
Personnel Appr	RegIDEAFlowSalary	DecimalNumber	11	In	Optional	Use numeric between 0 and 9999999. Whole dollars only.
Personnel Appr	RegIDEAPreschoolSalary	DecimalNumber	11	In	Optional	Use numeric between 0 and 9999999. Whole dollars only.
Personnel Appr	RegOtherSalary	DecimalNumber	11	In	Optional	Use numeric between 0 and 9999999. Whole dollars only.
Personnel Appr	EvidenceBasedFunding	DecimalNumber	4	In	Optional	Whole dollars only

Appendix A:

Work Assignment Status Code	Description
1	Qualified
2	Time-specific Approved
3	Disapproved
4	Partially Approved
5	Temp. Provisional Cert
6	Not Qualified

Appendix B:

Term Code	Description
2	Regular

Appendix C:

SpecEdId Code	Description
A	Special Education Teachers
B	Related Services Staff
C	Paraprofessional Staff
D	Special Education Administrative/Supervisory Staff

Appendix D:

Approval Status Code	Description
1	Approved
2	Disapproved
3	Pending

Work Assignments

Code	Work Assignment	Service Provided
PPE	Adaptive PE	Teaching
A	Administrator of Special School	Administrative/ Sup
PAT	Art Therapy	Related Services
PAD	Assistant Special Education Director	Administrative/ Sup
PAU	Audiologist	Related Services
AUT	Autism Teacher	Teaching
BA	Behavior Analyst	Teaching
BDH	Bilingual –Deafness & Hearing Impairment	Teaching
BBD	Bilingual Emotional Disability	Teaching
BEM	Bilingual Intellectual Disability	Teaching
BLB	Bilingual Learning Behavior Specialist	Teaching
BLD	Bilingual Specific Learning Disability	Teaching
BPH	Bilingual Orthopedic Impairment	Teaching
BSL	Bilingual Speech & Language Impairment	Teaching
BBV	Bilingual Visual Impairment	Teaching
BES	Bilingual ESL- Special Education	Teaching
BPS	Blind & Partially Sighted	Teaching
CUE	Cued Speech	Related Services
PDL	Daily Living Skills Specialist	Related Services
DHH	Deaf & Hard of Hearing	Teaching
PDG	Diagnostic Teacher	Teaching
ECT	Early Childhood Teacher	Teaching
SED	Emotional Disturbance Behavior Disorder	Teaching
NHV	Hearing & Vision Screener	Related Services

Bilingual Language Codes

The language codes listed in the following table are to be added to (Work Assignment #2) when a “Bilingual Special Education” work assignment is used in (Work Assignment #1).

Code	Language
AR	Arabic
AS	Assyrian
BE	Bengali
BU	Bulgarian
BR	Burmese
CA	Cantonese
CR	Creole
DA	Danish
FI	Filipino
FR	French
GE	German
GR	Greek
GU	Gujarati
HA	Haitian
HE	Hebrew
HI	Hindi
HM	Hmong
HU	Hungarian
IA	Italian
JA	Japanese
KH	Khmer
KO	Korean
LA	Lao
LI	Lithuanian

HHI	Home Hospital Instructor	Teaching
HHIO	Home Hospital Instructor Out of state	Teaching
TA3	Individual Instruction Aide 3-5	Paraprofessional
TA6	Individual Instruction Aide 6-21	Paraprofessional
PFS	Infant-Toddler Fam Specialist	Related Services
PIC	In-Service Coordinator	Teaching
SGN	Interpreter for the Deaf	Related Services
LBS	Learning Behavior Specialist	Teaching
PMD	Medical Services Personnel	Related Services
MR	Mental Retardation	Teaching
PMT	Music Therapist	Related Services
NHA3	Noncertified Health Aide 3-5	Paraprofessional
NHA6	Noncertified Health Aide 6-21	Paraprofessional
POT	Occupational Therapist	Related Service
NOT	Occupational Therapy Assistant	Paraprofessional
POM	Orientation&MobilitySpecialist	Related Services
PH	Physically Handicapped	Teaching
PPT	Physical Therapist	Related Services
NPT	Physical Therapy Assistant	Paraprofessional
PA3	Program Aide 3-5	Paraprofessional
PA6	Program Aide 6-21	Paraprofessional
PRT	Recreational Therapy	Related Services
PRC	Rehabilitation Counselor	Related Services
SCOU	School Counselor (Guidance)	Related Services
SCOI	School Counselor Intern	Related Services
SN	School Nurse	Related Services
PNA	School Nurse Intern	Related Services
SSW	School Social Worker	Related Services
PSW	School Social Worker Intern	Related Services
SP	School Psychologist	Related Services
PSP	School Psychologist Intern	Related Services
SSW	School Social Worker	Related Services
PSW	School Social Worker Intern	Related Services
SL	Speech and Language	Teaching
PSI	Speech Language Pathologist Intern	Related Services
NSL	Speech – Language Assistant	Paraprofessional
SLD	Specific Learning Disability	Teaching

ML	Malayalam
MA	Mandarin
NE	Nepali
PN	Panjabi
PI	Pilipino
PO	Polish
PR	Portuguese
RO	Romanian
RU	Russian
SE	Serbo-Croatian-Bosnian
SO	Slovak
SA	Spanish
TG	Tagalog
TE	Telugu
UK	Ukrainian
UR	Urdu
VE	Vietnamese
WI	Winnebago

DIR	State Approved Director of Special Education	Administrative/ Sup
SUP	Supervisor (Technical Assistance)	Administrative/ Sup
REI	Support Teacher	Teaching
TEC	Teacher Coordinator of Vocational Education	Teaching
PTC	Transition Consultant	Teaching
VC	Vocational Coordinator	Teaching
PVA	Vocational Transition Specialist	Related Services