

Districts wishing to follow the same process as the prior year to export data from an external database to load into CIS may continue to use File Type 100. The specifications for this file have not changed, aside from the addition of the field: Employee Key

Required Fields are marked in the table below. A value is required in these fields aside from the following instances:

- Homebase Site Code
- Employee Social Security Number/Employee Key
- Incomplete Reason Code

What is Employee Key? How is this value generated?

- The employee key is a unique identifier for the employee that is year-specific. The report will populate the employee key for the school session chosen. Due to data sensitivity, some districts may choose to identify employees using Employee Key instead of Social Security Number.
- Schools and Districts may identify an Employee Key by downloading the evaluation, or by referring to the Users by User Group Report.

Evaluation Results Record Layout					
Starting Position in Character Count	Data Element Name	Length	Data Type	Description	Required?
1	System ID Code	3	alphanumeric	Must always be "HCS"	Y
4	Record Type Code	3	numeric	Must always be "100"	Y
7	Beginning School Session Year	4	numeric	The beginning year of the school session. For example, "2012" means the 2012-2013 school session.	Y
11	Sponsor Code	3	alphanumeric	LDE-assigned code that corresponds to the LEA. This code must be the same on each record within the file.	Y
14	Homebase Site Code	6	alphanumeric	LDE-assigned code that corresponds to the employee's home base school. This may be left blank (six spaces) if entering a record for a district-level employee.	Y
20	Employee Social Security Number	9	numeric	The Social Security Number of the employee as shown in the Compass Information System.	Y
29	Evaluator Social Security Number	9	numeric	The Social Security Number of the evaluator as shown in the Compass Information System.	Y
38	Evaluation Type Code	1	alphanumeric	"T" for teacher; "L" for leader; "C" for school counselor; "O" for other. All employees receiving and evaluation but not evaluated on a standard Compass rubric should have "O" assigned here.	Y

39	Overall Professional Practice Score	3	Numeric	Has two implied decimal places. For example, "300" means 3.00. Do not enter the "." to indicate decimal places in this field. Do not enter the "." to indicate decimal places in this field.	Y
42	Student Learning Target Average Score	3	numeric	Has two implied decimal places. For example, "300" means 3.00. Do not enter the "." to indicate decimal places in this field. Leave blank (three spaces) if not applicable (if the employee has used the Compass Information System to enter SLTs).	Y
45	Overall Student Growth Score	3	numeric	Has two implied decimal places. For example, "300" means 3.00. Do not enter the "." to indicate decimal places in this field. Must be one of the following: blank (three spaces), "200", or "300".	
48	Raw Professional Practice Score	6	Numeric	Has two implied decimal places. For example, "300000" means 3000.00. Do not enter the "." to indicate decimal places in this field. This data is to be supplied if using a point scale that differs from the standard LDE scores. If a score is entered in this field, the score entered in the Overall Professional Practice Score field must represent this score after being converted to the standard Compass rubric scale.	Y
54	Is Intensive Assistance Required?	1	alphanumeric	"Y" for yes; "N" for no	Y
55	Evaluation Completion Date	8	numeric	This must be in an abbreviated 8-character format listing the month, day, and year without and dashes, periods, or slashes (MMDDYYYY). For example, July 01, 2013 should be listed as 07012013.	Y
63	Evaluator Comments Text	500	alphanumeric	Required for all records, whether the evaluation is complete or incomplete. Any comments with fewer than 500 characters, including spaces, must be filled with additional blank spaces to reach 500 characters.	
563	Incomplete Evaluation Reason Code	2	Numeric	Required if an evaluation was not completed on this employee. Leave blank (two blank spaces) if an evaluation was completed. Entering an invalid two-digit code will result in an error.	
				Acceptable two-digit codes and their corresponding reason are as follows:	
				03 - Resigned	
				04 - Deceased	
				06 - Sabbatical	
				08 - Terminated	
				09 - Retired	
10 - Extended Absence					
99 - Other					
565	Incomplete Evaluation Rationale Text	500	Alphanumeric	Required if an Incomplete Evaluation Reason Code is supplied. Must be blank (spaces) if Incomplete Evaluation Reason Code is blank. From 1 to 500 characters, including blanks (spaces).	