

Districts wishing to use excel to manage the entry (and maintenance) of data to load into CIS, may use File Type 200. File Type 200 is a csv file, meaning that exact field length is not required.

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

- Homebase Site Code – If the evaluation record is for a district-level employee, the homebase site code may be blank.
- Employee Social Security Number/Employee Key – Only one identifier (either employee Social Security Number or employee key) is required for the evaluation record to load.
- Incomplete Reason Code and Rationale Text – If the evaluation is incomplete, the incomplete reason code and rationale text may be entered in lieu of the professional practice rating, student growth rating, and overall evaluation rating.

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 download report, or by referring to the users by user group report.

Data Field Order	Data Element Name	Data Type	Description	Required?
1	System ID	alphanumeric	Must always be "HCS"	Y
2	Record Type	numeric	Must always be "200"	Y
3	Beginning School Session Year	numeric	The beginning year of the school session. For example, "2012" means the 2012-2013 school session.	Y
4	Sponsor Code	alphanumeric	LDE-assigned code that corresponds to the LEA. This code must be the same on each record within the file.	Y
5	Sponsor Name	alphanumeric	LDE-assigned name that corresponds to the LEA.	
6	Homebase Site Code	alphanumeric	LDE-assigned code that corresponds to the employee's home base school. This may be left blank if entering a record for a district-level employee.	Y
7	Site Name	alphanumeric	LDE-assigned name that corresponds to the school	
8	Employee Social Security Number	numeric	The Social Security Number of the employee as shown in the Compass Information System.	Y
9	Employee Key	numeric	The Employee Key of the employee as shown in the Compass Information System for the current school year.	Y
10	Employee First Name	alphanumeric	The first name of the employee as shown in the Compass Information System.	
11	Employee Last Name	alphanumeric	The last name of the employee as shown in the Compass Information System.	
12	Evaluator Social Security Number	numeric	The Social Security Number of the evaluator as shown in the Compass Information System.	Y

13	Evaluator Employee Key	Numeric	The Employee Key of the evaluator as shown in the Compass Information System	Y
14	Evaluator First Name	alphanumeric	The first name of the evaluator as shown in the Compass Information System	
15	Evaluator Last Name	alphanumeric	The last name of the evaluator as shown in the Compass Information System	
16	Evaluation Type Code	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
17	Average overall observation score	numeric	The average of all overall observation scores	
18	Overall Professional Practice Score	numeric	This field must be entered. Decimals are accepted.	Y
19	Average SLT score	numeric	The average of all rated SLTs (decimals are accepted).	
20	Overall Student Growth Score	numeric	This field must be entered. Decimals are accepted.	Y
21	Raw Professional Practice Score	numeric	The numerical observation average for alternative rubrics	
22	Is Intensive Assistance Required?	alphanumeric	“Y” for yes; “N” for no	Y
23	Evaluation Completion Date	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
24	General Comments	alphanumeric		
25	Professional Practice Comments	alphanumeric		
26	Student Growth Comments	alphanumeric	The maximum number of characters for this field is 500.	
26	Incomplete Evaluation Reason Code	Numeric	<u>Required if an evaluation was not completed on this employee.</u>	
			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	
			If this item is not blank (spaces), then	
1) Evaluator Social Security Number, Evaluation Type Code, Is Intensive Assistance Required, and Evaluation Completion Date may be blank (spaces); and				
2) Overall Professional Practice Score, Student Learning Target Average Score, Overall Student Growth Score, Raw Professional Practice Score, and Evaluation Completion Date must be blank.				
27	Incomplete Evaluation Rationale Text	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).	