HR DataImport Template (version: 2025.2.1)

The following document describes how to use the DataImport template for TEA's HR Ed-Fi resources.

Data Import templates are JSON files that store a list of sections to set up the structure of all the resources you need to load data from a CSV file to the Ed- Fi ODS.

Before loading data to the ODS, you need to understand what fields are required for each of the resources so you can put together a CSV file that contains the information you need to load. If rows in a file are missing a required field the entire data of that row will not be loaded into the ODS, and you will see an error message on the ingestion logs. Also, please note fields that are labeled "Value will be mapped to Ed-Fi/TX descriptor", these fields use DataImport lookups to map from source values to Ed-Fi descriptors, in the event a source value is not present in the lookup the application will throw an error and data will not be imported in the ODS, and you will need to find the error in the logs and modify the respective lookup by adding the new value from the source file.

Other thing you have to know,if your data has changed and the csv is reprocessed, DataImport will send the information to the ODS/API to be updated, but the API will update the data only if the values that have changed are not key value(PK) otherwise a new record will be inserted.
Key values for the resources cannot be changed. Delete and recreate the resource item if key values have changed in your CSV file.

TEA's HR DataImport template includes data maps which will correlate columns from the source CSV file to the specific fields of the Ed-Fi ODS resource:

1. Staff
2. StaffEducationOrganizationAssignmentAssociation
3. StaffEducationOrganizationEmploymentAssociation
4. StaffSchoolAssociation

Staff CSV file

This file should have the following columns with the respective information

Field	Expected value type	Required	PK	Description
StaffUniqueId	string	true	true	A unique alphanumeric code assigned to staff.
BirthDate	date (yyyy-MM-dd)			The month, day, and year on which an individual was born.
HighestCompleted LevelOfEducation	string			The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent or the highest degree received). **(Value will be mapped to Ed-Fi descriptor)**
HispanicLatinoEth nicity	boolean			An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central, and South America, and other Spanish cultures, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
FirstName	string	true		A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.
LastSurname	string	true		The name borne in common by members of a family.
MiddleName	string			A secondary name given to an individual at birth, baptism, or during another naming ceremony.
Races1	string			An unordered collection of staff races. The general racial category that most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races. **(Value will be mapped to Ed-Fi descriptor)**
Races2	string			
Races3	string			
Races4	string			
Races5	string			
Sex	string			A person's gender. **(Value will be mapped to Ed-Fi descriptor)**
Extension				
_extGenerationCode	string			Identifies the generation suffix, if any, which the person attaches to his name. **(Value will be mapped to TX descriptor)**
_extPkTeacherRequirement	string			Each teacher of record for a prekindergarten program class serving eligible four-year-old students must be certified under Subchapter B, Chapter 21; and have one of the additional qualifications found in the C207 code table. **(Value will be mapped to TX descriptor)**

_extCreditableYearOfService	boolean			CreditableYearOfService indicates a teacher (ROLE-ID 087) who currently qualifies for the TIA allotment or has been submitted by the LEA for a new or change of designation, and has been employed by the LEA and compensated or will be compensated by the LEA for a creditable year of service.
_extStaffDoNotReportTSDS	boolean			Indicates the staff should not be reported for TSDS state or federal data collections.
_extStaffId	string	true (Only if **StaffExtensions** data has values)		The person's Social Security number.
_extTotalYearsPriorTeachingExperience	integer			Indicates the total number of years that an individual has previously held a teaching position in one or more education institutions.
_extTotalYearsProfExperience	integer			Indicates the number of verifiable years of creditable experience as specified in 19 TAC, Chapter 153.1021.
_extYearsExperienceInDistrict	integer			Indicates the number of completed years that a person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.

TeacherIncentiveAllotmentDesignations

_extTeacherIncentiveAllotmentDesignations1	string	true (Only if **teacherIncentiveAllotmentDesign ations** data has values)		TeacherIncentiveAllotmentDesignationCode indicates a teacher (ROLE-ID 087) is an Active National Board Certified Teacher, holds a current designation (Recognized, Exemplary, or Master) and/or has been submitted by an LEA for a new or change of designation in the Teacher Incentive Allotment. **(Value will be mapped to TX descriptor)**
_extTeacherIncentiveAllotmentDesignations2	string			
_extTeacherIncentiveAllotmentDesignations3	string			

TypeSets

_extTypeSets_beginDate1	yyyy-MM-dd	true (Only if the **typeSets** data has values)		Begin date of the effective date for the StaffTypeSet1
_extTypeSets_staffType1	string	true (Only if the **typeSets** data has values)		StaffType indicates whether the staff person is on the district payroll or is a contracted professional staff person (instructional and non-instructional) **(Value will be mapped to TX descriptor)**
_extTypeSets_endDate1	yyyy-MM-dd			End date of the effective date for the StaffTypeSet1
_extTypeSets_beginDate2	yyyy-MM-dd			Begin date of the effective date for the StaffTypeSet2
_extTypeSets_staffType2	string			StaffType indicates whether the staff person is on the district payroll or is a contracted professional staff person (instructional and non-instructional) **(Value will be mapped to TX descriptor)**
_extTypeSets_endDate2	yyyy-MM-dd			End date of the effective date for the StaffTypeSet2
_extTypeSets_beginDate3	yyyy-MM-dd			Begin date of the effective date for the StaffTypeSet3
_extTypeSets_staffType3	string			StaffType indicates whether the staff person is on the district payroll or is a contracted professional staff person (instructional and non-instructional) **(Value will be mapped to TX descriptor)**
_extTypeSets_endDate3	yyyy-MM-dd			End date of the effective date for the StaffTypeSet3

paraprofessionalCertificatioSets

_extCertificationSet_beginDate1	yyyy-MM-dd	true (Only if the **paraprofessionalCertification Set** data has values)		Begin date of the effective date for the paraprofessionalCertificationSet
_extCertificationSet_endDate1	yyyy-MM-dd			End date of the effective date for theparaprofessionalCertificationSet
_extCertificationSet_Certification1	boolean			Indicates whether a paraprofessional staff person is certified.

_extCertificationSet_beginDate2	yyyy-MM-dd	true (Only if the **paraprofessionalCertification Set** data has values)		Begin date of the effective date for the paraprofessionalCertificationSet
_extCertificationSet_endDate2	yyyy-MM-dd			End date of the effective date for theparaprofessionalCertificationSet
_extCertificationSet_Certification2	boolean			Indicates whether a paraprofessional staff person is certified.
_extCertificationSet_beginDate3	yyyy-MM-dd	true (Only if the **paraprofessionalCertification Set** data has values)		Begin date of the effective date for the paraprofessionalCertificationSet
_extCertificationSet_endDate3	yyyy-MM-dd			End date of the effective date for theparaprofessionalCertificationSet
_extCertificationSet_Certification3	boolean			Indicates whether a paraprofessional staff person is certified.

StaffEducationOrganizationAssignmentAssociation CSV file

This file should have the following columns with the respective information.

Field	Expected value type	Required	PK	Description
Staff	string	true	true	A unique alphanumeric code assigned to a staff.
EducationOrganization	integer	true	true	The identifier assigned to an education organization.
StaffClassification	string	true	true	The titles of employment, official status, or rank of education staff. **(Value will be mapped to Ed-Fi descriptor)**
BeginDate	yyyy-MM-dd	true	true	Month, day, and year of the start or effective date of a staff member's employment, contract, or relationship with the education organization.
EndDate	yyyy-MM-dd			Month, day, and year of the end or termination date of a staff member's employment, contract, or relationship with the education organization
Extension				
SharedServiceArrangementStaff	string			Indicates whether the education service center staff responsibility being reported is part of a shared services arrangement for which the education service center is the fiscal agent. **(Value will be mapped to TX descriptor)**
StaffServiceSets				
StaffService1	string	true		Refers to the services supplied by staff. **(Value will be mapped to TX descriptor)**
SpedStudentAgeRange1	string	true		Identifies the age range of Special Education students that teaching and paraprofessional staff provide services to.**(Value will be mapped to TX descriptor)**
PopulationServed1	string			Identifies the student population for which a student has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service. **(Value will be mapped to TX descriptor)**
MonthlyMinutes1	integer			The total number of minutes devoted to a particular service in a standard month. A standard month is considered to be the four weeks in October including the PEIMS Fall snapshot date (last Friday in October).
NumberOfStudentsInClass1	integer			Indicates the number of students in membership in the class.
StaffServiceBeginDate1	yyyy-MM-dd	true		Indicates the month, day, and year the staff member began providing the particular services.
StaffServiceEndDate1	yyyy-MM-dd			Indicates the month, day, and year for when the services supplied by the staff becomes false.
StaffService2	string			Refers to the services supplied by staff. **(Value will be mapped to TX descriptor)**

Field	Expected value type	Required	PK	Description
SpedStudentAgeRange2	string			Identifies the age range of Special Education students that teaching and paraprofessional staff provide services to.**(Value will be mapped to TX descriptor)**
PopulationServed2	string			Identifies the student population for which a student has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service. **(Value will be mapped to Ed-Fi descriptor)**
MonthlyMinutes2	integer			The total number of minutes devoted to a particular service in a standard month. A standard month is considered to be the four weeks in October including the PEIMS Fall snapshot date (last Friday in October).
NumberOfStudent sInClass2	integer			Indicates the number of students in membership in the class.
StaffServiceBegin Date2	yyyy-MM-dd			Indicates the month, day, and year the staff member began providing the particular services.
StaffServiceEndDate2	yyyy-MM-dd			Indicates the month, day, and year for when the services supplied by the staff becomes false.
StaffService3	string			Refers to the services supplied by staff. **(Value will be mapped to Ed-Fi descriptor)**
SpedStudentAgeRange3	string			Identifies the age range of Special Education students that teaching and paraprofessional staff provide services to.SpedStudentAgeRange2. **(Value will be mapped to TX descriptor)**
PopulationServed3	string			Identifies the student population for which a student has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service. **(Value will be mapped to Ed-Fi descriptor)**
MonthlyMinutes3	integer			The total number of minutes devoted to a particular service in a standard month. A standard month is considered to be the four weeks in October including the PEIMS Fall snapshot date (last Friday in October).
NumberOfStudent sInClass3	integer			Indicates the number of students in membership in the class.
StaffServiceBegin Date3	yyyy-MM-dd			Indicates the month, day, and year the staff member began providing the particular services.
StaffServiceEndD ate3	yyyy-MM-dd			Indicates the month, day, and year for when the services supplied by the staff becomes false.

StaffEducationOrganizationEmploymentAssociation CSV file

This file should have the following columns with the respective information.

Field	Expected value type	Required	PK	Description
Staff	string	true	true	A unique alphanumeric code assigned to a staff.
EducationOrganization	integer	true	true	The identifier assigned to an education organization.
EmploymentStatus	string	true	true	Reflects the type of employment or contract. **(Value will be mapped to Ed-Fi descriptor)**
HireDate	yyyy-MM-dd	true	true	The month, day, and year on which an individual was hired for a position.
EndDate	yyyy-MM-dd			The month, day, and year on which a contract between an individual and a governing authority ends or is terminated under the provisions of the contract (or the date on which the agreement is made invalid).
Extension				
AuxiliaryRoleIdSets				
AuxiliaryRoleId1	string			Identifies the capacity in which a non-exempt auxiliary employee serves. **(Value will be mapped to TX descriptor)**
_extBeginDate1	yyyy-MM-dd			Begin date of the effective date for the AuxiliaryRoleId1
_extEndDate1	yyyy-MM-dd			End date of the effective date for the AuxiliaryRoleId1
AuxiliaryRoleId2	string			Identifies the capacity in which a non-exempt auxiliary employee serves. **(Value will be mapped to TX descriptor)**

_extBeginDate2	yyyy-MM-dd			Begin date of the effective date for the AuxiliaryRoleId2
_extEndDate2	yyyy-MM-dd			End date of the effective date for the AuxiliaryRoleId2
AuxiliaryRoleId3	string			Identifies the capacity in which a non-exempt auxiliary employee serves. **(Value will be mapped to TX descriptor)**
_extBeginDate3	yyyy-MM-dd			Begin date of the effective date for the AuxiliaryRoleId3
_extEndDate3	yyyy-MM-dd			End date of the effective date for the AuxiliaryRoleId3
DaysEmployedSets				
_extEmployedSetPercentDayEmployed1	integer	true		PercentDayEmployed is that percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage may be determined directly from the contract: full-time = '100'; half-time = '50'; and so on. For an employee who is not on contract, the percentage may be determined as follows. Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours a day. This data element is coded as '57' for this employee because 4/7 = .571, which is rounded down.
_extEmployedSetNumberDaysEmployed1	integer	true		NumberDaysEmployed indicates the actual number of at-work days within the school year that a person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work.
_extEmployedSetBeginDate1	yyyy-MM-dd	true		Begin date is the first day of the DaysEmployed.
_extEmployedSetEndDate1	yyyy-MM-dd			End date is the Last day of DaysEmployed.
_extEmployedSetPercentDayEmployed2	integer	true		PercentDayEmployed is that percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage may be determined directly from the contract: full-time = '100'; half-time = '50'; and so on. For an employee who is not on contract, the percentage may be determined as follows. Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours a day. This data element is coded as '57' for this employee because 4/7 = .571, which is rounded down.
_extEmployedSetNumberDaysEmployed2	integer	true		NumberDaysEmployed indicates the actual number of at-work days within the school year that a person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work.
_extEmployedSetBeginDate2	yyyy-MM-dd	true		Begin date is the first day of the DaysEmployed.
_extEmployedSetEndDate2	yyyy-MM-dd			End date is the Last day of DaysEmployed.
_extEmployedSetPercentDayEmployed3	integer	true		PercentDayEmployed is that percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage may be determined directly from the contract: full-time = '100'; half-time = '50'; and so on. For an employee who is not on contract, the percentage may be determined as follows. Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours a day. This data element is coded as '57' for this employee because 4/7 = .571, which is rounded down.
_extEmployedSetNumberDaysEmployed3	integer	true		NumberDaysEmployed indicates the actual number of at-work days within the school year that a person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work.
_extEmployedSetBeginDate3	yyyy-MM-dd	true		Begin date is the first day of the DaysEmployed.
_extEmployedSetEndDate3	yyyy-MM-dd			End date is the Last day of DaysEmployed.

StaffSchoolAssociation CSV file

This file should have the following columns with the respective information.

Field	Expected value type	Required	PK	Description
Staff	string	true	true	A unique alphanumeric code assigned to a staff.
School	integer	true	true	The identifier assigned to a school.
ProgramAssignment	string	true	true	The name of the program for which the individual is assigned. **(Value will be mapped to Ed-Fi descriptor)**