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**Positions and Exits Collection**

**Layout for Tab-Delimited File**

# Header Record

*(Must include all records exactly as indicated)*

**SenderID**=< 3-digit Division Number of division submitting file (leading zero must be included, i.e. 001)>

**CreateDate**=<current date in mm/dd/yyyy format>

**CreateTime**=<current time in hh:mm:ss format>

**EMAIL**=<sender’s e-mail address>

**~~**

**DATATYPE**=<PEC>

# “A” Record - Fixed Length

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=A | Y | Y |
| 1 | File Submission Type | Constant=1  Use: 1 for the Fall submission 3 for the End-of-Year submission | Y | Y |
| 4 | Beginning School Year | Four-digit year for beginning of school | Y | Y |
| 3 | Division Number | Leading zero(s) must be included, i.e 005 | Y | Y |

# “B” Record - Tab Delimited

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant B | Y | Y |
| 4 | Division Number | Three or four-digit state-assigned Division number that identifies the division, agency or regional program that provides services to students. | Y | Y |
| 4 | School/Center Code | Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to students. | Y | Y |
| 3 | Level Code | A code to indicate if the position is assigned to only one school or central office. | Y | Y |
| 4 | Position Code | A code to describe the job/position of a division employee. | Y | Y |
| 1 | Adult Education Flag | A flag to indicate the position works solely with students in adult education | Y | Y |
| 1 | English Learner Flag | A flag to indicate the position works solely with students identified as English Learners | Y | Y |
| 1 | Special Education Flag | A flag to indicate the position works solely with students with disabilities as defined by IDEA | Y | Y |
| 7 | Positions by FTE | The number of Positions by FTE include all positions held by school-level and division-level personnel, both licensed and unlicensed. | Y |  |
| 7 | Unfilled Positions by FTE | The number of positions by FTE that were unfilled. Unfilled positions only include those positions that were advertised as available but no one qualified was hired. If the duties of the position were given to an existing employee in lieu of hiring a new employee, the position should still be included in this count. | Y | Y |
| 7 | Exits by FTE | The number of positions that were vacated by licensed employees after their contract was signed for the current school year. |  | Y |
|  | Filler #1 | Reserved for future use |  |  |
|  | Filler #2 | Reserved for future use |  |  |
|  | Filler #3 | Reserved for future use |  |  |

# “C” Record - Tab Delimited

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant C |  | Y |
| 5 | Position Type | A code to identify if the exiter is a teacher, or administrator licensed personnel |  | Y |
| 1 | Gender Code | A code that identifies the exiter's gender. |  | Y |
| 1 | Ethnic Flag | A flag to indicate if the exiter identifies as Hispanic/Latino |  | Y |
| 2 | Race Code | A code to describe the race or combination of races in which the exiter identifies |  | Y |
| 1 | Primary Reason for Leaving | A code to describe the primary reason the employee left employment with the school division |  | Y |
| 1 | Secondary Reason for Leaving | A code to describe the secondary reason the employee left employment with the school division |  | Y |
| 1 | Tertiary Reason for Leaving | A code to describe the tertiary reason the employee left employment with the school division |  | Y |
|  | Filler #1 | Reserved for future use |  |  |
|  | Filler #2 | Reserved for future use |  |  |
|  | Filler #3 | Reserved for future use |  |  |

# “D” Record - Tab Delimited

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant D | Y |  |
| 4 | Division Number | Three or four-digit state-assigned Division number that identifies the division, agency or regional program that provides services to students. | Y |  |
| 4 | School/Center Code | Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to students. | Y |  |
| 3 | Level Code | A code to indicate if the position is assigned to only one school or central office. | Y |  |
| 4 | Position Code | 89 | Y |  |
| 1 | Adult Education Flag | A flag to indicate the position works solely with students in adult education | Y |  |
| 1 | English Learner Flag | A flag to indicate the position works solely with students identified as English Learners | Y |  |
| 1 | Special Education Flag | A flag to indicate the position works solely with students with disabilities as defined by IDEA | Y |  |
| 7 | Count of FT | The number of full-time employees by position (currently this is ONLY for Bus Drivers) | Y |  |
| 7 | Count of PT | The number of part-time employees by position (currently this is ONLY for Bus Drivers) | Y |  |
| 7 | Count of Unfilled FT | The number of unfilled full-time employees by position (currently this is ONLY for Bus Drivers) | Y |  |
| 7 | Count of Unfilled PT | The number of unfilled part-time employees by position (currently this is ONLY for Bus Drivers) | Y |  |
|  | Filler #1 | Reserved for future use |  |  |
|  | Filler #2 | Reserved for future use |  |  |
|  | Filler #3 | Reserved for future use |  |  |

# Trailer Record

**RecordCount**=<number of A, B, C, and D records included in this file>