

File Short Name	Field Name	Data Type	Max Length	Direction	Required/Optional	Comments	IsErrors 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	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 (2). 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. See Appendix E for work assignment listing.	
Personnel Appr	WorkAssignment1FTERegularTerm	DecimalNumber	5	In	Mandatory	Use decimal point between 0.000 to 1.000.	
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. See Appendix E for work assignment listing.	
Personnel Appr	WorkAssignment2FTERegularTerm	DecimalNumber	5	In	Optional	Use decimal point between 0.000 to 1.000.	
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. See Appendix E for work assignment listing.
Personnel Appr	WorkAssignment3FTERegularTerm	DecimalNumber	5	In	Optional	Use decimal point between 0.000 to 1.000.
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	Total FTE for all work assignments. 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	RegOtherSalary	DecimalNumber	11	In	Optional	Use numeric between 0 and 9999999. Whole dollars only.
Personnel Appr	EvidenceBasedFunding	DecimalNumber	4	In	Optional	Use numeric between 0 and 9999. Whole dollars only.
Personnel Appr	TotalFederalOffsets	DecimalNumber	11	In	Optional	Use numeric between 0 and 9999999. Whole dollars only.

Appendix A: WA Status Codes

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

Term Code	Description
2	Regular

Appendix C: Special Ed ID Codes

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

Appendix D: Approval Status Codes

Approval Status Code	Description
1	Approved
2	Disapproved
3	Pending

Appendix E: Work Assignment Codes

Code	Work Assignment	Service Provided
PPE	Adaptive PE	Teaching
PAT	Art Therapy	Related Services
PAD	Assistant Special Ed Director	Administrative/ Sup
PAU	Audiologist	Related Services
BA	Behavior Analyst	Teaching
BPS	Blind & Visually Impaired	Teaching
A	Chief Administrator of Special School	Administrative/ Sup
CUE	Cued Speech	Related Services
PDL	Daily Living Skills Specialist	Related Services
DHH	Deaf & Hard of Hearing	Teaching
ECT	Early Childhood Teacher	Teaching
NHV	Hearing & Vision Screener	Related Services
HHI	Home Hospital Instructor	Teaching
HHIO	Home Hospital Instructor Out of state	Teaching
TA6	Individual Instruction Aide KG-12	Paraprofessional
TA3	Individual Instruction Aide PreK	Paraprofessional
PIC	In-Service Coordinator	Teaching
LBS	Learning Behavior Specialist 1	Teaching
BIS	LBS2 - Behavior Intervention Specialist	Teaching
BSES	LBS2 - Bilingual Special Education Specialist	Teaching
CAS	LBS2 - Curriculum Adaptation Specialist	Teaching
DBS	LBS2 - Deaf/Blind Specialist	Teaching
MDS	LBS2 - Multiple Disabilities Specialist	Teaching
TES	LBS2 - Technology Specialist	Teaching
TRS	LBS2 - Transition Specialist	Teaching

Code	Work Assignment	Service Provided
PMD	Medical Services Personnel	Related Services
PMT	Music Therapist	Related Services
NHA6	Noncertified Health Aide KG-12	Paraprofessional
NHA3	Noncertified Health Aide PreK	Paraprofessional
POT	Occupational Therapist	Related Service
NOT	Occupational Therapy Assistant	Paraprofessional
POM	Orientation & Mobility Specialist	Related Services
PPT	Physical Therapist	Related Services
NPT	Physical Therapy Assistant	Paraprofessional
PA6	Program Aide KG-12	Paraprofessional
PA3	Program Aide PreK	Paraprofessional
QBS	Qualified Bilingual Specialist	Teaching
PRT	Recreational Therapy	Related Services
PRC	Rehabilitation Counselor	Related Services
SCOU	School Counselor (Guidance)	Related Services
SN	School Nurse	Related Services
SP	School Psychologist	Related Services
SSW	School Social Worker	Related Services
SGN	Sign Language Interpreter	Related Services
NSL	Speech – Language Assistant	Paraprofessional
SL	Speech and Language	Teaching
DIR	State Approved Director of Special Education	Administrative/ Sup
SUP	Supervisor (Technical Assistance)	Administrative/ Sup
TEC	Teacher Coordinator of Vocational Education	Teaching
VC	Vocational Coordinator	Teaching