

PCA Vacancy Upload File Specifications

The Kansas State Department of Education (KSDE) has developed this document to provide School Districts and LEAs with a detailed description of the file requirements for uploading vacant positions to Personnel Categorical Aid. The upload process provides an alternative method for School Districts and LEAs to add vacancies into Personnel Categorical Aid.

General Vacancy Upload File Requirements

- A. The **PCA Vacancy Upload File** specifications will be used for submitting data to KSDE for adding positions to the special education vacancy report.
- B. All fields should contain actual data. That is, no trailing spaces should be appended to fill to the maximum length specified. Fields should not have any leading spaces; however, some fields may require leading zeros.
- C. Because no unique identifier field exists, any upload must contain all data. Uploading deletes all existing vacancy data for the LEA and adds only the data contained in the upload.

PCA Vacancy Export File Specification

This file is to be exported from the School District/LEA as a comma delimited Excel file and processed through Personnel Categorical Aid.

Each School District/LEA PCA Vacancy Export File will contain:

- The first row of each upload file will contain the names of data fields as follows: District Code, Local Position Number, New/Replacement, Available, Professional/Non-Professional, Area, Low Level, High Level, FTE
- Each detail record may contain information for no more than one vacancy per record.
- The fields in each record will be delimited by a *delimiter character* (the fields are not fixed length – the “maximum length” indicated in the record layout is meant as the highest number of characters allowed in that field). For detail records the *delimiter character* used must be a comma.
- All fields are required to at least have a placeholder. That is, if the field has no data or is listed as “optional”, the *delimiter characters* that “surround” that field are there with no data between the *delimiter characters*.
- Each record is terminated by a carriage return/line feed character string. The last field in the record is not terminated by a *delimiter character* but only by the carriage return/line feed.

Detail Record Layout (PCA Vacancies Upload File Specifications)

Please note that the **Field Ref #** below is included only for your convenience in referring to the fields and is NOT part of the record layout.

Field Ref #	Field	Max Length	Format Details	Required	Comments/Values																																						
D1	District Code	5	Alphanumeric	Valid data required.	The unique number which has been assigned to the LEA by the state. In this case, it is the unique number of the School District/LEA for which the Vacancy is being uploaded.																																						
D2	Local Position Number	25	Alphanumeric	Valid data required.	The unique identification number for the position that is created and assigned by the School District/LEA. This is NOT a required field and may be blank.																																						
D3	New/Replacement	1	Alphanumeric	Valid data required.	Allowable values are: N = New R = Replacement																																						
D4	Available	10	mm/dd/yyyy	Valid data required. Month and day must include any leading zeroes.	The month, day, and year when the position became available. The start of the school year may be used if unknown or vacant all year.																																						
D5	Professional/Non-Professional	1	Alphanumeric	Valid data required.	Allowable values are: P = Professional (qualified to directly provide services) N = Non-Professional (qualified to assist)																																						
D6	Area	2	Alphanumeric	Valid data required.	A two-character area acronym determined by the services the position is contracted to provide. Allowable values are: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">AD – Special Ed. Admin</td> <td style="width: 50%;">NU – Nurse</td> </tr> <tr> <td>AP – Adaptive PE</td> <td>OM – Orient./Mobil. Specialist</td> </tr> <tr> <td>AS – Assistive Technology</td> <td>OT – Occupational Therapy</td> </tr> <tr> <td>AT – Art Therapy</td> <td>PD – Personnel Development</td> </tr> <tr> <td>AU – Audiology</td> <td>PS – Psychology</td> </tr> <tr> <td>BD – Behavior Disorder</td> <td>PT – Physical Therapy</td> </tr> <tr> <td>BR – Braille Transcriber</td> <td>RD – Registered Dietician</td> </tr> <tr> <td>BS – Behavior Specialist</td> <td>RE – Recreation Therapy</td> </tr> <tr> <td>CS – Counselor</td> <td>RS – Reading Specialist</td> </tr> <tr> <td>EC – Early Childhood</td> <td>SL – Speech/Language</td> </tr> <tr> <td>GI – Gifted</td> <td>SM – Severe Multiple Disability</td> </tr> <tr> <td>HI – Hearing Impaired</td> <td>SU – Supervisor/Asst. Dir</td> </tr> <tr> <td>ID – Intellectual Disability</td> <td>SW – Social Work</td> </tr> <tr> <td>IN – Educational Interpreter</td> <td>TR – Transition Services</td> </tr> <tr> <td>IR – Interrelated Program</td> <td>VI – Visually Impaired</td> </tr> <tr> <td>IS – Integration Specialist</td> <td>VO – Vocational Special Needs</td> </tr> <tr> <td>IT – Infant/Toddler</td> <td>WS – Work Study/Transitional</td> </tr> <tr> <td>LD – Learning Disability</td> <td>XX – Special Use</td> </tr> <tr> <td>MT – Music Therapy/Ed</td> <td></td> </tr> </table>	AD – Special Ed. Admin	NU – Nurse	AP – Adaptive PE	OM – Orient./Mobil. Specialist	AS – Assistive Technology	OT – Occupational Therapy	AT – Art Therapy	PD – Personnel Development	AU – Audiology	PS – Psychology	BD – Behavior Disorder	PT – Physical Therapy	BR – Braille Transcriber	RD – Registered Dietician	BS – Behavior Specialist	RE – Recreation Therapy	CS – Counselor	RS – Reading Specialist	EC – Early Childhood	SL – Speech/Language	GI – Gifted	SM – Severe Multiple Disability	HI – Hearing Impaired	SU – Supervisor/Asst. Dir	ID – Intellectual Disability	SW – Social Work	IN – Educational Interpreter	TR – Transition Services	IR – Interrelated Program	VI – Visually Impaired	IS – Integration Specialist	VO – Vocational Special Needs	IT – Infant/Toddler	WS – Work Study/Transitional	LD – Learning Disability	XX – Special Use	MT – Music Therapy/Ed	
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Detail Record Layout (PCA Vacancies Upload File Specifications)

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D7	Low Level	2	Alphanumeric	Valid data required.	<p>Two-character acronym indicating the lowest grade level or age group the position would work with. **If "IT" is indicated for the Area the Levels must be "IT". **If "EC" is indicated for the Area the Levels must be "EC". Allowable values are:</p> <table border="0"> <tr> <td>IT – Infant Toddler (0-2)</td> <td>06– Sixth Grade</td> </tr> <tr> <td>EC – Early Childhood</td> <td>07– Seventh Grade</td> </tr> <tr> <td>KG – Kindergarten</td> <td>08– Eighth Grade</td> </tr> <tr> <td>01– First Grade</td> <td>09– Ninth Grade</td> </tr> <tr> <td>02– Second Grade</td> <td>10– Tenth Grade</td> </tr> <tr> <td>03– Third Grade</td> <td>11– Eleventh Grade</td> </tr> <tr> <td>04– Fourth Grade</td> <td>12–Twelfth Grade</td> </tr> <tr> <td>05– Fifth Grade</td> <td></td> </tr> </table>	IT – Infant Toddler (0-2)	06– Sixth Grade	EC – Early Childhood	07– Seventh Grade	KG – Kindergarten	08– Eighth Grade	01– First Grade	09– Ninth Grade	02– Second Grade	10– Tenth Grade	03– Third Grade	11– Eleventh Grade	04– Fourth Grade	12–Twelfth Grade	05– Fifth Grade	
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D8	High Level	2	Alphanumeric	Valid data required.	<p>Two-character acronym indicating the highest grade level or age group the position would work with. **If "IT" is indicated for the Area the Levels must be "IT". **If "EC" is indicated for the Area the Levels must be "EC". **If the Low Level is IT, the High Level must be "IT". **If the Low Level is EC, the High Level must be "EC". Allowable values are:</p> <table border="0"> <tr> <td>IT – Infant Toddler (0-2)</td> <td>06– Sixth Grade</td> </tr> <tr> <td>EC – Early Childhood</td> <td>07– Seventh Grade</td> </tr> <tr> <td>KG – Kindergarten</td> <td>08– Eighth Grade</td> </tr> <tr> <td>01– First Grade</td> <td>09– Ninth Grade</td> </tr> <tr> <td>02– Second Grade</td> <td>10– Tenth Grade</td> </tr> <tr> <td>03– Third Grade</td> <td>11– Eleventh Grade</td> </tr> <tr> <td>04– Fourth Grade</td> <td>12–Twelfth Grade</td> </tr> <tr> <td>05– Fifth Grade</td> <td></td> </tr> </table>	IT – Infant Toddler (0-2)	06– Sixth Grade	EC – Early Childhood	07– Seventh Grade	KG – Kindergarten	08– Eighth Grade	01– First Grade	09– Ninth Grade	02– Second Grade	10– Tenth Grade	03– Third Grade	11– Eleventh Grade	04– Fourth Grade	12–Twelfth Grade	05– Fifth Grade	
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D9	FTE	4	Numeric (n.nn format)	Valid data required.	The amount of FTE available in the position. The acceptable value range is 0.00 to 1.00. Any value outside these ranges will produce an error.																