

## **CJ Records**

- ★ CJ and CC records are reported in both the Initial and the Final Staff/Course Reporting windows.
- ★ The CJ Record is an extension of the Staff Employment (CK) Record.
- ★ Required in order for the contractor (district) to report the amount of time (Position FTE) that a staff member in the same position is serving a resident/educating district.
- ★ Required to be reported by each contractor for each staff member providing services or teaching a course.
- ★ The “contractor” may be a reporting entity, i.e., an ESC or another school district.
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- ★ Contracting district refers to the resident/educating district.
- ★ The ESC or other EMIS reporting entity is responsible for reporting a Staff Demographic (CI) Record and at least one Staff Employment (CK) Record (one Staff Employment (CK) Record is reported for each position held by the employee).
- ★ The resident/educating district does not report a Staff Demographic (CI), Staff Employment (CK), or Contractor Staff Employment (CJ) Record for the contracted staff if they are contracting with an ESC or another EMIS reporting entity.
- ★ One record is reported for each district where the staff member is serving.
- ★ A resident/educating district may contract with an ESC or another EMIS reporting entity to supply a staff member to provide programs and/or services to students. The following examples include but are not limited to such positions.
  - Audiologists
  - School Psychologists
  - Physical Therapists
  - Occupational Therapists
  - Speech and Language Therapists
  - Supplemental Services Teachers – special education

These staff members should only have a Contractor Staff Employment (CJ) Record reported in specific situations. A Contractor Staff Employment (CJ) Record should be reported if:

- The staff member will enable the contracting district to receive preschool related services funding (use assignment area 999412), or
- The contractor is an EMIS reporting entity other than an ESC, or
- The contractor is an ESC, and the service is not one that is provided to all but a few member districts

A Contractor Staff Employment (CJ) Record should **not** be reported if:

- The contractor is an ESC, and the staff member provides a service that is provided to nearly all ESC member districts as a part of the basic service offerings of the ESC.

### **CC Records**

- ★ This record allows for the collective reporting of staff contracted from a non-EMIS reporting entity. Contract examples include: transportation, custodial or food services. For these types of contracts, individual staff information is not needed. Refer to the Position Codes and Contract Reporting table below for further clarification.
- ★ Districts must report at least one record per contractor, contract, position code, and fund source. Report all contracts that were in effect at any point during the fiscal year (July 1 – June 30).
- ★ Contracts that fulfill the job responsibilities usually completed by staff with a variety of position codes may be reported using this record. The following chart indicates which position codes may be reported with this record and which position codes must be reported using the other staff records and a position status of “A” or “I”.