



**Teacher Compensation Survey
School Year 2006 – 2007**

Instruction Manual

March 24, 2008

U.S. Department of Education

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NCES activities are designed to address high-priority education data needs; provide consistent, reliable, complete, and accurate indicators of education status and trends; and report timely, useful, and high-quality data to the U.S. Department of Education, the Congress, the states, other education policymakers, practitioners, data users, and the general public. Unless specifically noted, all information contained herein is in the public domain.

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Teacher Compensation Survey

School Year 2006-2007

Introduction

The National Center for Education Statistics has commissioned the Teacher Compensation Survey to collect compensation data for all public school teachers. The U.S. Census Bureau is the primary collection agent and is authorized to collect public teacher compensation data under Title P.L. 97-35, as amended by the Elementary and Secondary Education Act of 1965.

The Teacher Compensation Survey collects a limited amount of data on each public school teacher, including part time teachers. This information includes base and total salaries, expenditures for benefits, highest degree earned, years of teaching experience, age, race, and gender data. This information can be used by researchers and administrators to determine teacher retention and turnover, and also identify patterns of teacher mobility.

The Teacher Compensation Survey is being conducted nationwide this year. This data will become part of the Common Core of Data series. The teacher-level data will only be available to researchers with an IES Restricted-Use Data License. Summaries of the data at the school and district levels will be published on the web after suppression of salary and benefits data in small cells (i.e., cases where averages or totals are based on fewer than 3 teachers).

Survey respondents can refer to the Teacher Compensation Website, <https://harvester.census.gov/tcs>.

Survey Deadline

The deadline for uploading TCS information is September 2, 2008.

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Background

Why are we collecting teacher-level salary and benefits data?

Teachers are the most important component of education. Research has indicated that effective teachers can raise the achievement levels of the lowest-performing students. However, comprehensive research on teacher compensation on a national basis or comparative state-by-state basis is not readily available. The quality of teachers may be related to the compensation and health/retirement benefits teachers receive, but there is not sufficient data to explore this relationship. The compensation of teachers may be related to the teacher's experience and level of education, but research has not been collected in a comprehensive manner to analyze this relationship.

Teacher quality has been shown to have a larger effect on student outcomes than other improvements such as reducing class size. One goal of the Teacher Compensation Survey (TCS) is to understand how teacher salary and benefits vary by years of experience and training across schools and districts.

Expenditures for salaries and benefits of teachers alone make up more than half (54% per NPEFS FY05) of the current expenditures made by school districts. With the TCS we will know what the distribution of the actual expenditures are by school. This will allow researchers to conduct detailed studies on the relationship of these factors to student outcomes. Local administrators can make better-informed decisions regarding teacher compensation and the distribution of instructional resources, by using actual teacher compensation data, rather than relying on salary schedules alone.

Compensation and working conditions are the two main factors in recruiting and retaining teachers. The present data on these factors are based on inconsistently-defined data elements and are generally only available at the state level. Teacher compensation is a local education issue and local level data must be used in making decisions about compensation. This administrative records survey will collect salary and benefits data for each individual teacher, which can be summed up to the school and district levels. This will allow administrators and potential teachers to have better information on base salary, total salary, benefits, and the total amount spent on salaries and benefits for teachers.

Spending for teacher retirement programs and health benefits is a large and growing cost for school districts. Currently available data are not very specific in terms of capturing amounts for expenditures by types of benefits, nor in distinguishing expenditures for the benefits of teachers currently employed in the profession. There is also insufficient information on expenditures for benefits for retired teachers. The TCS is the first time we have tried to separate out the benefits into retirement-related and health-related benefits, with another category for other benefits. This survey will allow researchers to compare the costs of teacher benefits (in addition to salary) in making comparisons across school districts and states, and even within schools.

General Information on the Website

A website for submitting data securely has been developed by the US Census Bureau and NCES. Please use this secure site for submitting your data. The TCS data will be edited by Census Bureau staff. There are no interactive, on-line editing features. The site contains instructions for submitting data, TCS data item definitions, record layout, data plan and other information necessary to submit the data file. For questions regarding this survey, please visit the Frequently Asked Questions (FAQ) section or contact Teacher Compensation Survey staff.

Instruction for Creating Data File

Before creating the data file, review the data item definitions. Pay particular attention to the values for the indicator variables.

Create either a comma-delimited (.csv) or MS Access (.mdb) files. Ensure the data items are in the same order and the same type as specified in the record layout (Appendix A).

The file should contain a record for each teacher at every school where they teach.

Examples:

- A teacher that teaches at one school should have 1 record.
- A teacher that teaches at two or more schools:
 - Should have a corresponding number of records and the full-time equivalency (FTE) for each record should reflect the time the teacher spends at each school. The FTE should be rounded to two decimal places.
 - The other data (e.g . Total Salary, Base Salary, Total Benefits) should be prorated using the FTE.
- A teacher that teaches at one school but teaches multiple classes should have 1 record.
- If an itinerant teacher, a teacher that teaches in several schools, is not assigned to specific schools then report one record for that teacher with NCES school ID (SCHNO) reported as '99999' and the school name (SCHNAM) and state school ID (SEASCH) reported as N (non-applicable).

Instructions for Uploading Data

Go to the Teacher Compensation Survey Website, <https://harvester.census.gov/tcs>. You will see a menu across the top of the homepage. Download the TCS instruction manual by selecting the **Instruction Manual** link. The data items and definitions can be found on pages 16 to 20. NCES and representatives of state education agencies (SEAs) have developed common data items and definitions in order to collect and report comparable data across states. Comparable definitions facilitate state-by-state comparisons in NCES publications. Please review the data item definitions before creating your state's data file.

The data that you provide should be in record layout order. Submit only comma-delimited (.csv) or MS Access (.mdb) files. If you cannot submit data in these formats, please contact us at (800) 437-4196.

1. When you are ready to upload your data, go to the TCS site and log-in by typing your User ID and TCS password. Please note that your password is case-sensitive. If you type your password incorrectly three times, the website will lock you out for 15 minutes. After 15 minutes, you will be able to attempt to log on to the website again.

Teacher Compensation Survey (TCS) - 2006 - 2007 - Microsoft Internet Explorer

Address: <http://govs09webd/tcs/>

acting as collection agent
US CENSUS BUREAU
Helping You Make Informed Decisions

ies NATIONAL CENTER FOR EDUCATION STATISTICS

OMB NO. 1850-0003
Expires 12/31/2005
Census Dev

Teacher Compensation Survey 2006 - 2007

Instruction Manual Data Plan FAQs Contact Us

Warning! YOU HAVE ACCESSED A UNITED STATES GOVERNMENT COMPUTER. USE OF THIS COMPUTER WITHOUT AUTHORIZATION OR FOR PURPOSES FOR WHICH AUTHORIZATION HAS NOT BEEN EXTENDED IS A VIOLATION OF FEDERAL LAW AND CAN BE PUNISHED WITH FINES OR IMPRISONMENT (PUBLIC LAW 99-474). VIOLATORS ARE SUBJECT TO HAVING THEIR PROCESSES TERMINATED, SYSTEM USAGE BY AN INDIVIDUAL ACCESSING THE SITE, MAY BE MONITORED, RECORDED, AND SUBJECT TO AUDIT. USE OF THIS SYSTEM INDICATES CONSENT TO MONITORING AND RECORDING.

TCS Access

User Id:

Password:

Login Exit

Introduction

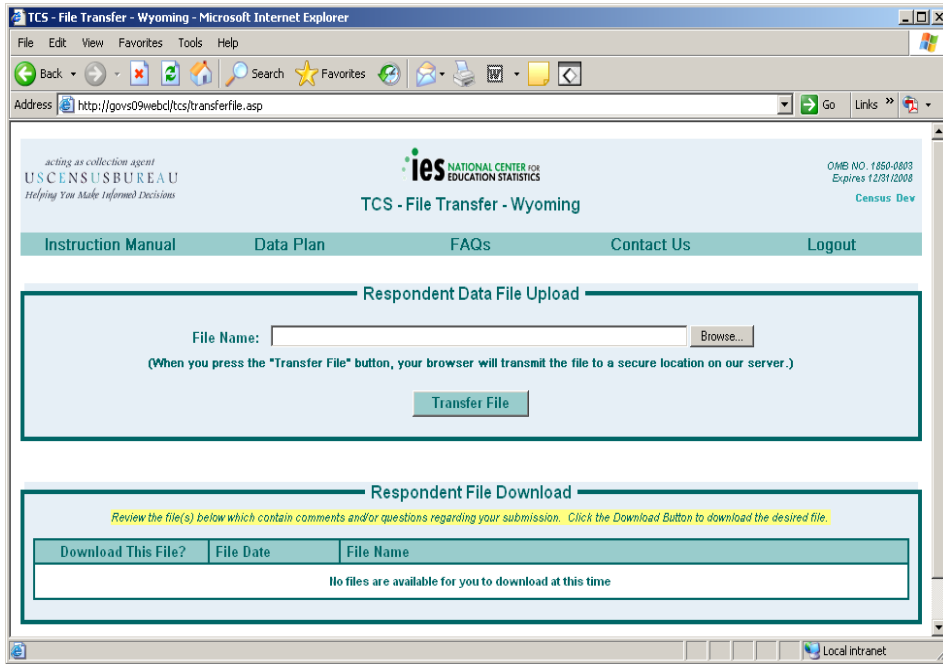
The National Center for Education Statistics (NCES) welcomes you to the Teacher Compensation Survey (TCS) website. The TCS is being conducted nationwide. This data will become part of the Common Core of data series.

Purpose of the TCS Survey

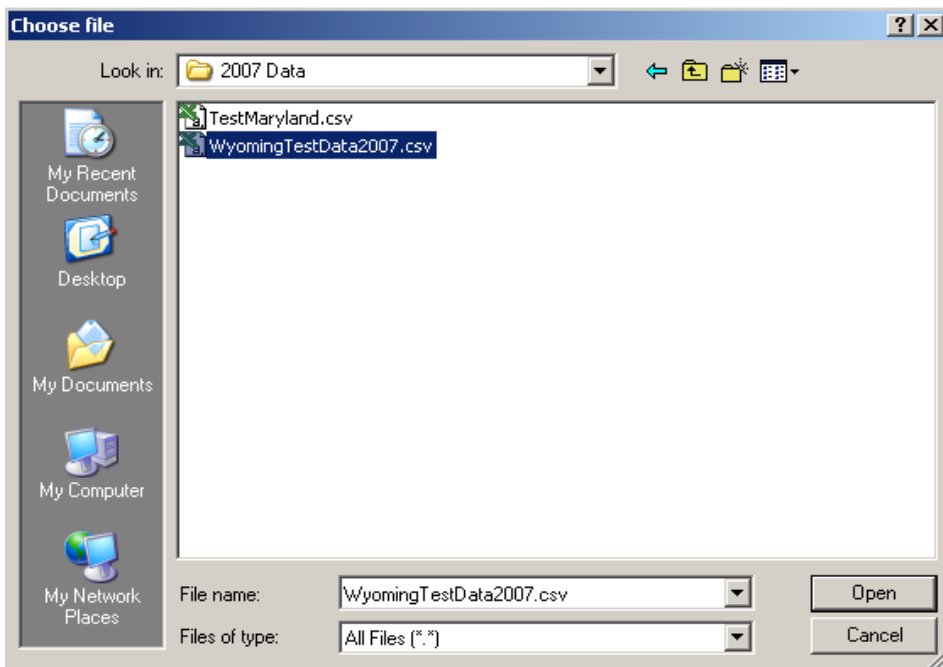
The Teacher Compensation Survey collects a limited amount of data on each public school teacher, including base and total salaries, expenditures for benefits, highest degree earned, and years of teaching experience. Survey respondents can use this web site to obtain a record layout, data item definitions, the data plan, and other information necessary to transfer your file.

For questions regarding this survey, please visit the FAQs or contact the TCS staff.

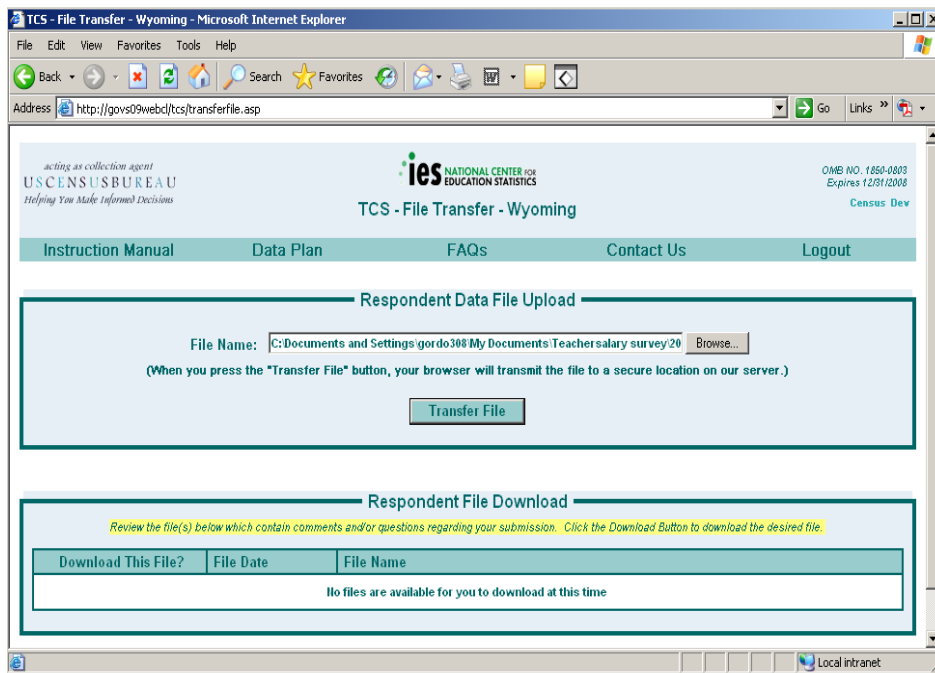
2. After successfully logging on, you will see the **File Transfer** screen. The **File Transfer** screen contains two sections: **Respondent Data File Upload** and **Respondent File Download**.



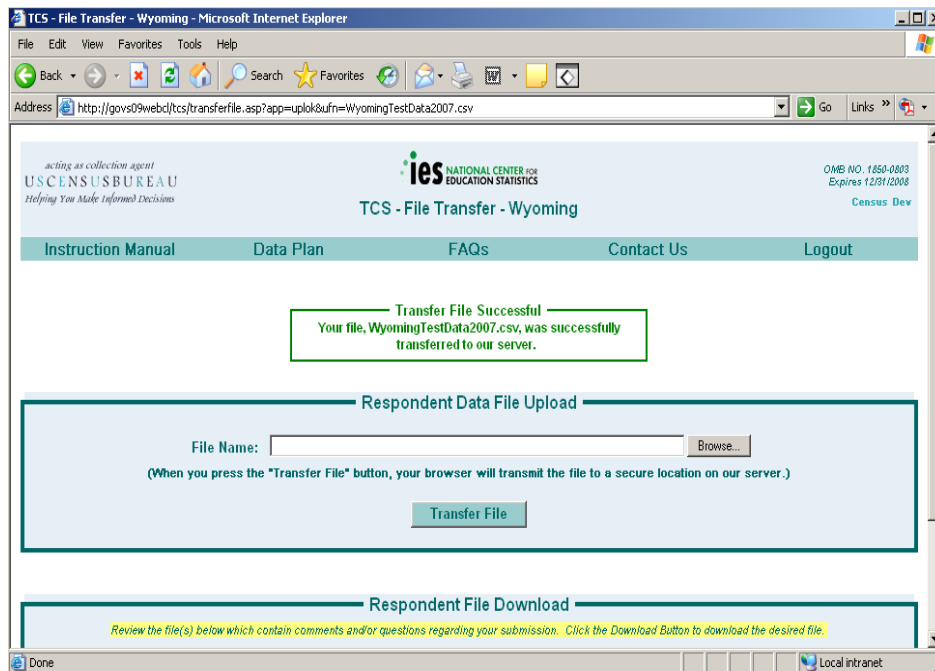
3. Select the **Browse** button in the **Respondent Data File Upload** to locate your state's TCS data file on your computer.



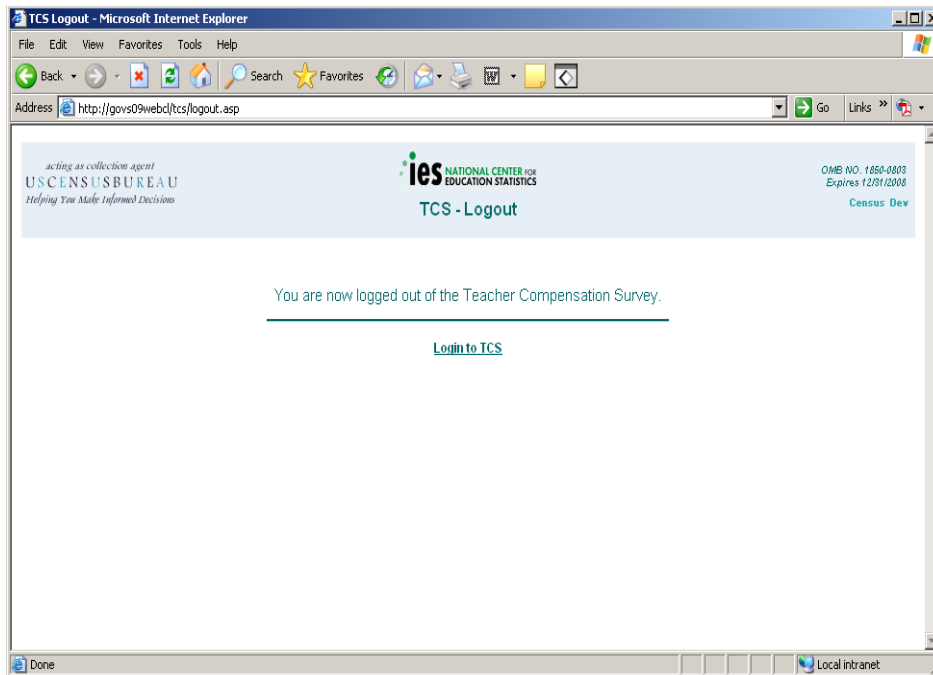
4. After the data file is located, select **Open**. The name of the file should appear in the box next to **File Name**.



5. Select **Transfer File**. If the file transfer was successful, you will receive confirmation that your data have been transferred to NCES.



6. Select **Logout** to exit from TCS website.



Technical Assistance

If your agency experiences any difficulty in uploading the data please be advised that NCES and Census Bureau personnel are available to provide technical assistance. Please contact Census staff at (800) 437-4196 or govs.tcs.list@census.gov, or contact Frank Johnson via e-mail at Frank.Johnson@ed.gov or by phone at (202) 502-7632.

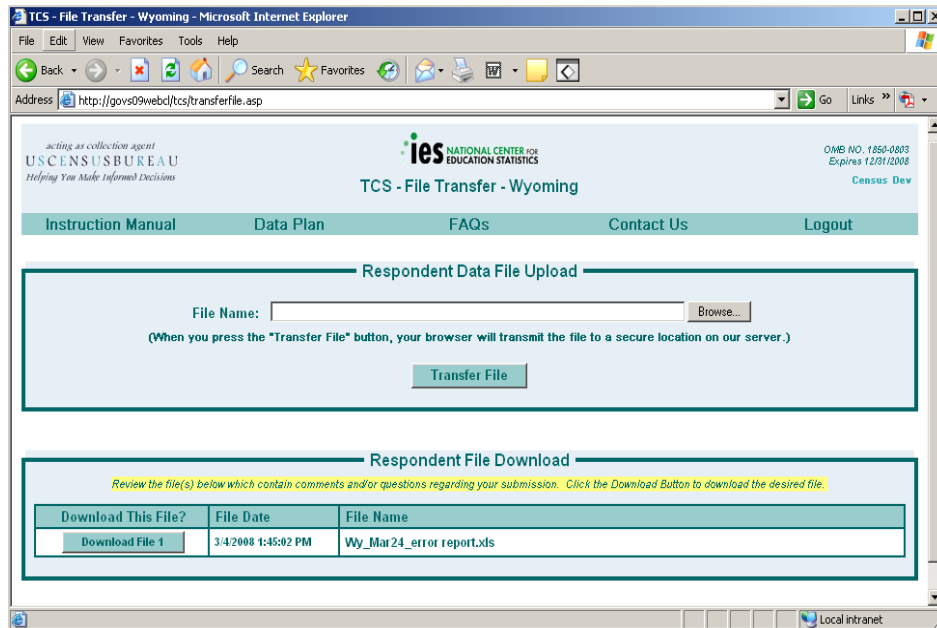
Instructions for Downloading Error Reports

After a successful file transmission, an analyst reviews the submitted file. The file is run through an editing process and error reports are generated. Statewide edit failures and formatting issues will be sent to the respondent in email format. Individual record edit failures will be compiled into an error report file and placed on the TCS website for you to download. If an error report file is created for your state, you will receive an email from an analyst.

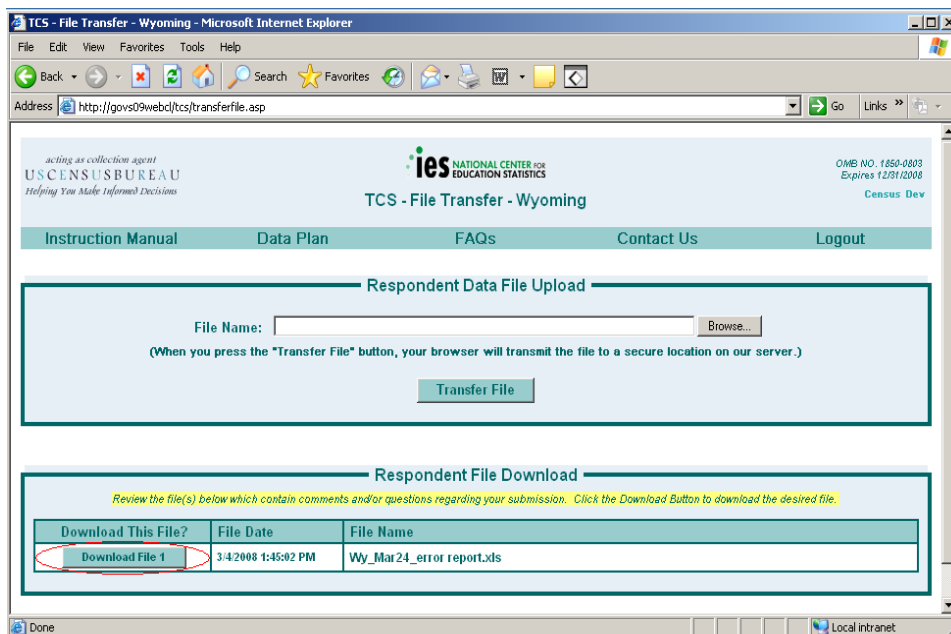
1. To download the error report file, go to the TCS site and log-in by typing your User ID and TCS password. Please note that your password is case-sensitive. If you type your password incorrectly three times, the website will lock you out for 15 minutes. After 15 minutes, you will be able to log on to the website again.

The screenshot shows a web browser window titled "Teacher Compensation Survey (TCS) - 2006 - 2007 - Microsoft Internet Explorer". The address bar shows "http://govs09webd/tcs/". The page header includes the US Census Bureau logo and the text "NATIONAL CENTER FOR EDUCATION STATISTICS" and "Teacher Compensation Survey 2006 - 2007". There are navigation links for "Instruction Manual", "Data Plan", "FAQs", and "Contact Us". A warning message is displayed: "Warning! YOU HAVE ACCESSED A UNITED STATES GOVERNMENT COMPUTER. USE OF THIS COMPUTER WITHOUT AUTHORIZATION OR FOR PURPOSES FOR WHICH AUTHORIZATION HAS NOT BEEN EXTENDED IS A VIOLATION OF FEDERAL LAW AND CAN BE PUNISHED WITH FINES OR IMPRISONMENT (PUBLIC LAW 99-474). VIOLATORS ARE SUBJECT TO HAVING THEIR PROCESSES TERMINATED. SYSTEM USAGE BY AN INDIVIDUAL ACCESSING THE SITE, MAY BE MONITORED, RECORDED, AND SUBJECT TO AUDIT. USE OF THIS SYSTEM INDICATES CONSENT TO MONITORING AND RECORDING." Below the warning is a "TCS Access" form with fields for "User Id:" and "Password:" and "Login" and "Exit" buttons. The page also contains an "Introduction" section and a "Purpose of the TCS Survey" section. The status bar at the bottom shows "Done" and "Local Intranet".

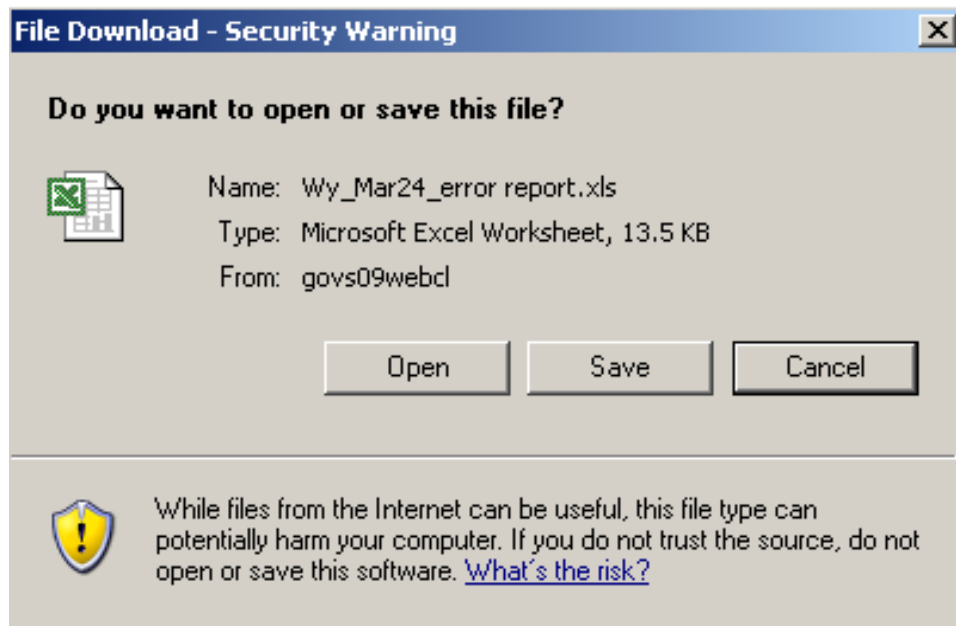
- After successfully logging on, you will see the **File Transfer** screen. The **File Transfer** screen contains two sections: **Respondent Data File Upload** and **Respondent File Download**. Under the Respondent File Download, files available for download are listed.



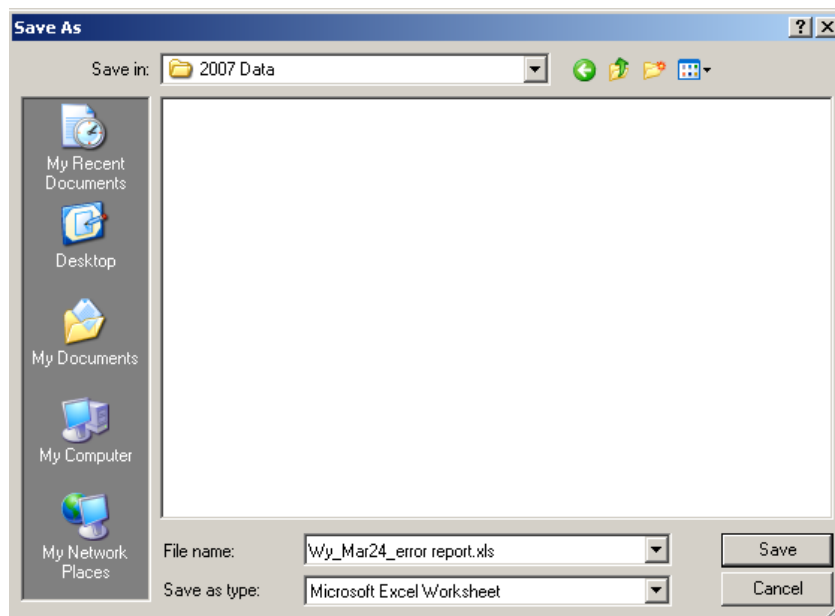
- Select the **Download File** button that corresponds to the file that you want to download.



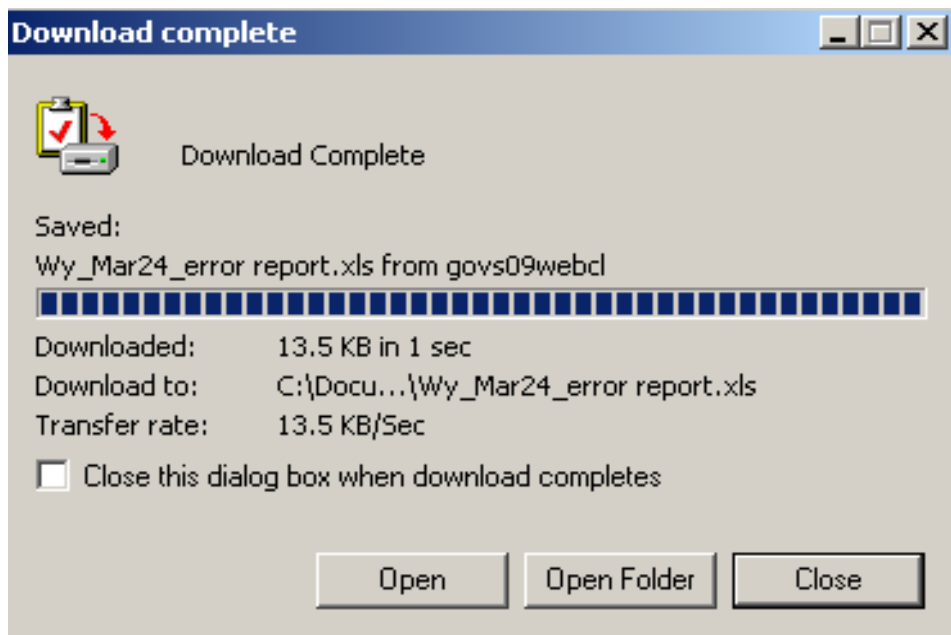
4. A dialog box will appear asking to open or save the file. Select **Save**.



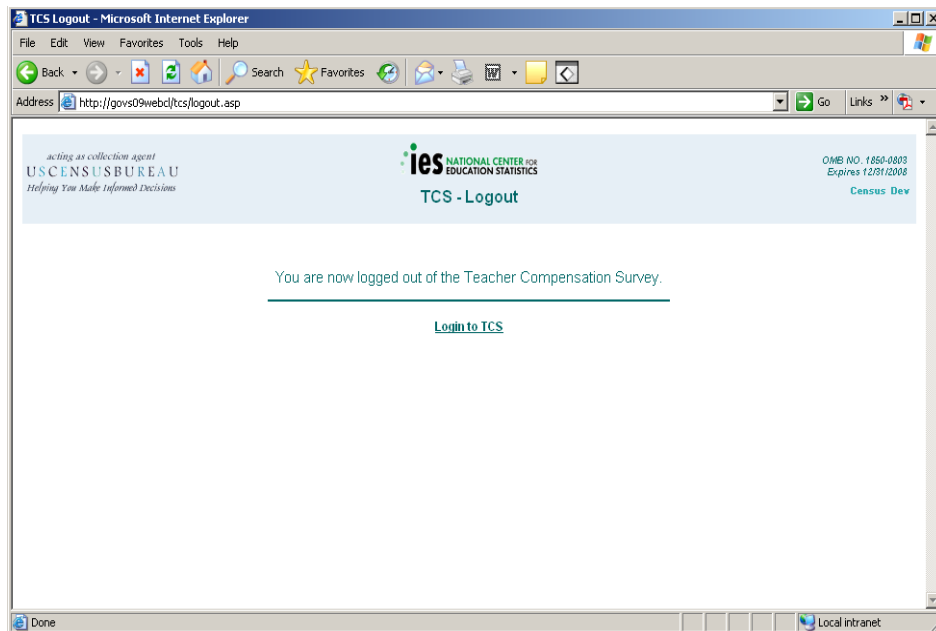
5. Select a location on your computer where you want the file downloaded.



6. Select **Save**. If the file download was successful, you will receive a dialog box that your download is complete.



7. Select **Logout** to exit from the TCS website.



NOTE: If you would like to respond using the downloaded files, **DO NOT** send them via email. Upload them through the website, the same way you uploaded your data file. General responses that do not identify individual records can be accepted through email.

Instructions for Submitting the TCS Data Plan

The TCS data plan requests background information about the data, and helps the Census Bureau, NCES, and researchers to properly analyze each state's submission.

The instructions below will tell you how to download the data plan, print a copy for your records, and how to e-mail a copy of the data plan to the Census Bureau.

To begin the data plan download:

1. Select the **Data Plan** link from the application File Transfer page. This opens the TCS Data Plan as a PDF where you can enter your responses. **Note:** You must have Adobe Reader to open the Data Plan. If you do not have Adobe Reader, go to <http://www.adobe.com> to download the software.

Note: You cannot save data that has been typed into Adobe Reader.

2. After completing the PDF form, select **Print Form** to print a copy for your records.
3. Next, select **Submit by E-mail**.

Submit by E-mail

4. The **Select Email Client** window will pop-up. The default selection is **Desktop Email Application**. Select **OK**.

Select Email Client

Please indicate the option which best describes how you send mail.

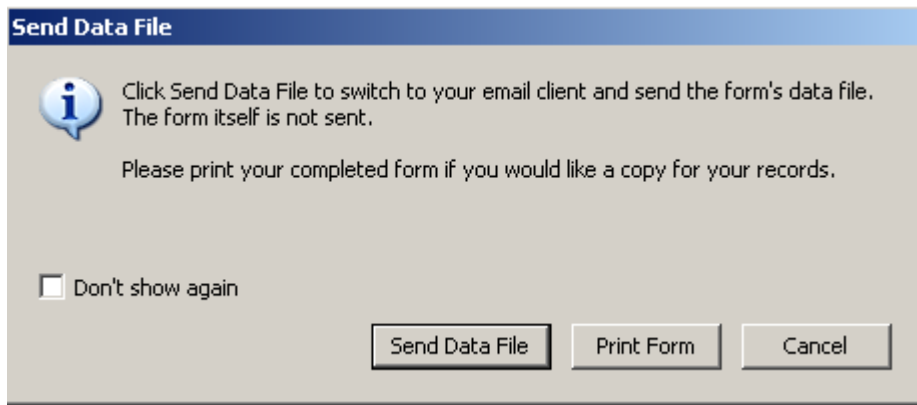
Desktop Email Application
Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.

Internet Email
Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail.

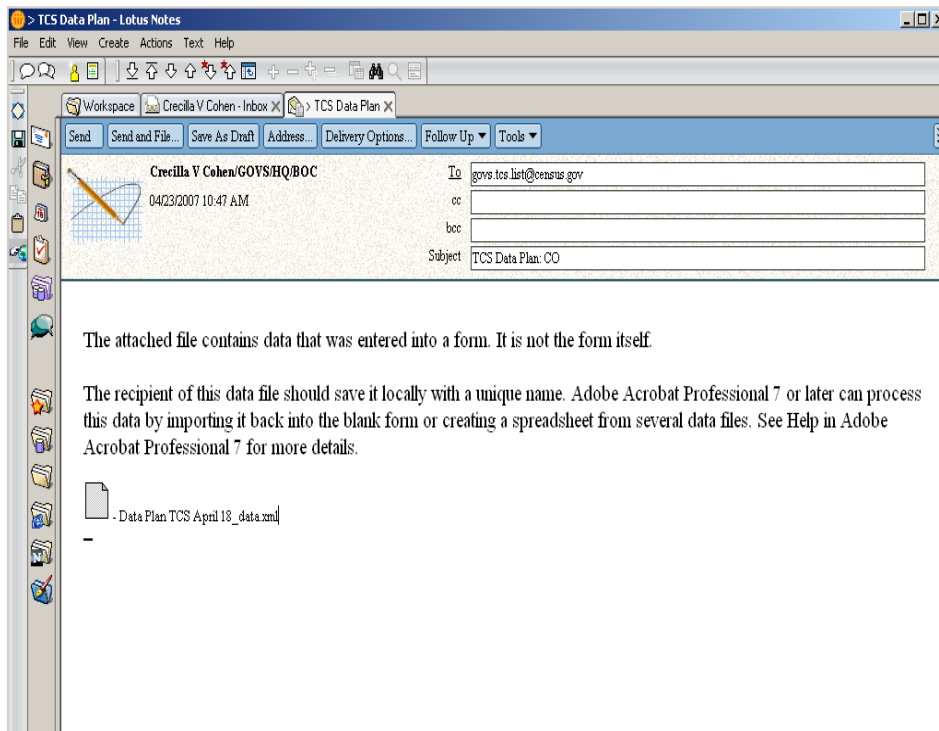
Other
Choose this option if your preferred desktop email application is not available or you do not know which option to choose.

Help OK Cancel

5. The **Send Data File** window will pop-up. Select **Send Data File**.

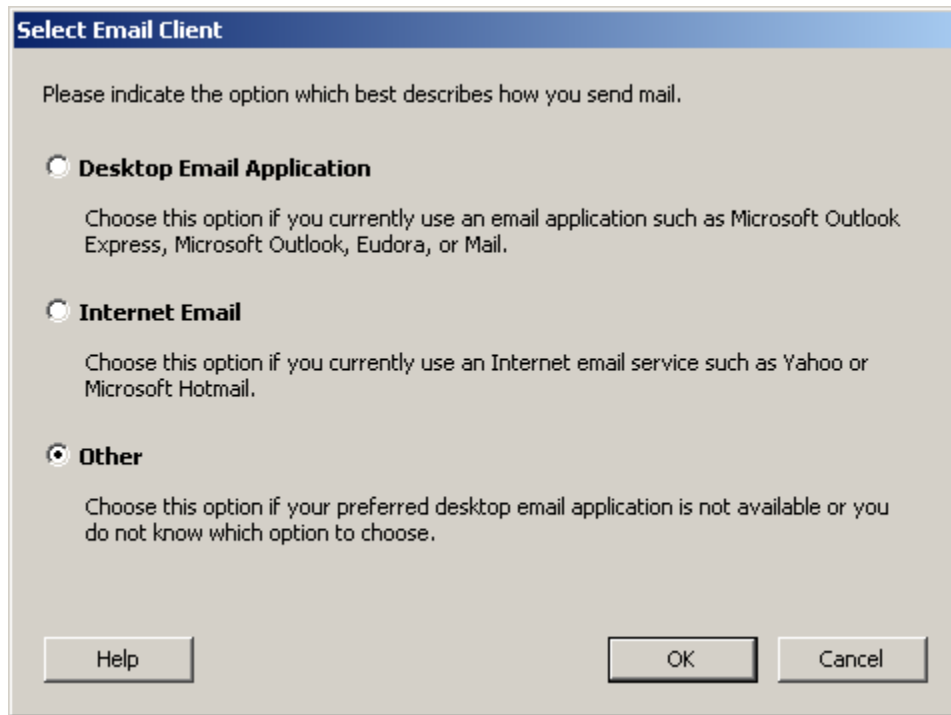


6. A new e-mail will pop-up automatically. It will have an .xml attachment that contains the information from your TCS Data Plan. Please insert your state's name in the subject line. Hit **Send**.

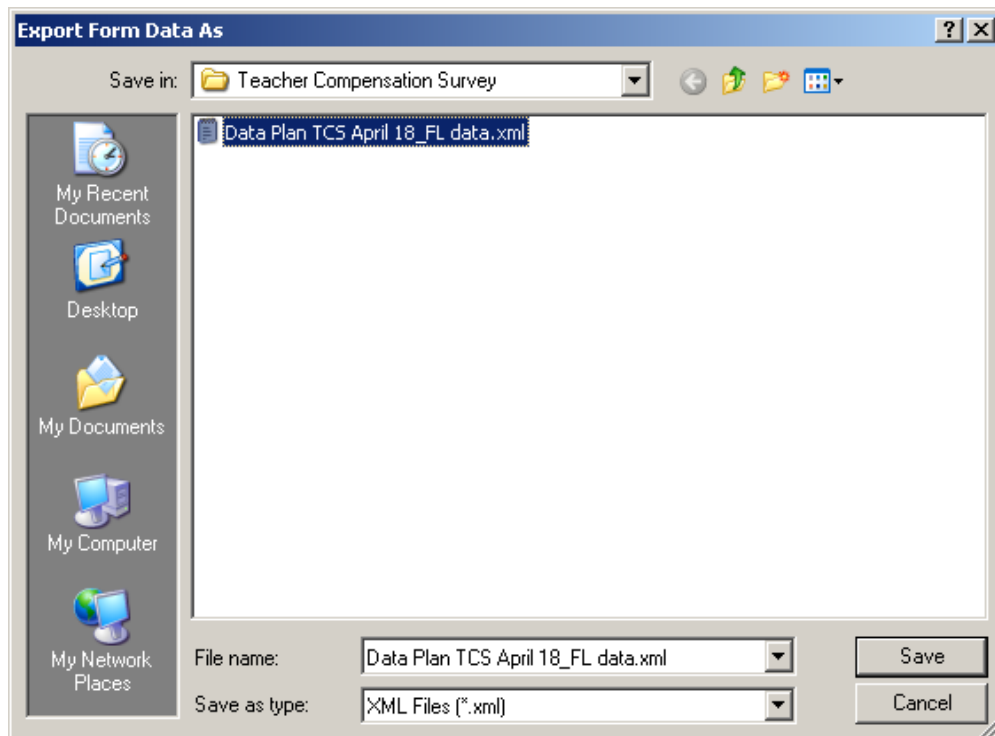


If the **Desktop Email Application** (for Data Plan submissions) does not work, try the following:

1. Instead of selecting **Desktop Email Application**, select **Other**.



2. The window, **Export Form Data As** will pop up. In the **File name** box, type in the name of your document using your state abbreviation and date. Save your information as an .xml file by selecting the “Save” button.



Sending the Data File

How to Send the Data File

Step 1 Click the 'Save Data File' button below and save the data to a place where you can find it easily. After you save the file, you will be returned to this screen to continue.

Please Note: The form itself is not saved (only the data you typed)


Step 2 Create a new email message as you normally would. If you use Internet email and are viewing this form online, open a new browser window so you can keep this window open. Fill in the email with the following information:

To:

Subject:

Message:

Step 3 Attach the data file you saved in Step 1 and send your message.

 Please print your completed form if you would like a copy for your records.

3. Select **Close**. Open your e-mail application. Create a new e-mail message. Attach the .xml file that you created to the email. Insert the title, "TCS Data Plan" along with your state's name, in the subject line. Send the e-mail to govs.tcs.list@census.gov.

Data Item Definitions

All Other Benefits: All other benefits (excluding retirement and health insurance) paid by the school district and other government agencies for the teacher. Report All Other Benefits rounded to the nearest dollar.

Base Salary: The negotiated annual base salary for teaching duties for school year 2006-2007. Exclude bonuses, extra pay for extra duties, etc. Base salary should only include pay for teaching duties at the specific school indicated on the file. Report Base Salary rounded to the nearest dollar.

Contract Days: Number of days specified in teacher contract.

District New Teacher Indicator: This item indicates a new teacher in the district.

- 1 = Yes. New teacher to the district.
- 2 = No. Not a new teacher to the district.
- M = Missing

Full-time Equivalency (FTE): State (or district's) FTE value for this teacher. The amount of time required to perform teaching assignment stated as a proportion of a full-time position. FTE is computed by dividing the amount of time employed by the time normally required for a full-time position. (This item will also be used to help NCES identify part-time teachers and to determine how much of the reported salary should be considered as going to teaching duties.) If a teacher teaches at more than one school, report a separate record for that teacher, for each school. The FTE number should reflect the FTE for that teacher in that specific school. Please prorate the salary and benefits received by the teacher, prorated across **each** school. The FTE should be rounded to two decimal places and the decimal point should be included in the data.

Gender: Please indicate whether the teacher is female or male. If the gender is unknown, report this as missing.

- 1 = Male
- 2 = Female
- M = Missing

Health Benefits: All amounts paid by school district and other government agencies for this teacher's health insurance. Report Health Benefits rounded to the nearest dollar.

Highest Degree Earned: A degree is an award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies. Please do not consider additional coursework in this indicator.

- 1 = Less than a Bachelor's degree
- 2 = Bachelor's degree
- 3 = Master's degree
- 4 = Doctorate degree
- M = Missing

Bachelor's degree: An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

Master's degree: An award that normally requires the successful completion of a program of study of at least the full-time equivalent of 1 or 2 academic years of work beyond the bachelor's degree.

Doctorate degree: The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology.

NCES Agency and School ID: The NCES agency identification number (LEAID) has seven characters: a two-digit state code followed by a five-digit number - that is unique to each agency within the state. Schools are assigned a five-digit NCES school identification number (SCHNO). The LEAID and SCHNO are the numbers that have been assigned by NCES through the CCD or EDEN collection system.

If a teacher teaches at more than one school, report a separate record for that teacher, for each school. The FTE number should reflect the FTE for that teacher in that specific school. Please prorate the salary and benefits received by the teacher, prorated across **each** school. For example, a teacher with .3 FTE in one school, .3 FTE in another school and .4 FTE in another school should have 30% of her salary reported with the first school, and 30% of her salary with the 2nd school, and 40% of her salary with the 3rd school. Race, gender, years of experience and other descriptive statistics should be duplicated on each record. Itinerant teachers that teach in several schools may be linked to just a school district.

Race/Ethnicity: Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

- 1 = American Indian/Alaskan Native
- 2 = Asian/Pacific Islander
- 3 = Hispanic
- 4 = Black, Not Hispanic
- 5 = White, Not Hispanic
- 6 = None of the above
- M = Missing

American Indian/Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian/Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Black or African American: A person having origins in any of the black racial groups of Africa.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Retirement Benefits All amounts paid by the school district, municipal, state, and other governments towards this teacher's retirement plan. Report Retirement Benefits rounded to the nearest dollar.

School Name: Names of schools are the common designations or titles as they are known by the reporting agency. Report names for all schools. Abbreviate school names longer than 50 characters. Report the entire name of individual schools including the type of grade served. For example, "Jones School" should be specified as Jones Elementary School, Jones Middle School, or Jones High School. If the teacher teaches at more than one school, report a separate record for that teacher, for each school. Please report the salary of the teacher applicable to each school (as outlined on page 17 under NCES Agency and School ID).

School Year: The year for which you are reporting data. In most cases the school year runs from July 1 to June 30. We are asking for data for the 2006-2007 school year. The school year should be reported as eight characters. For example, the 2006-2007 School Year would be reported as "20062007."

State Abbreviation: Two-letter U.S. Postal Service abbreviation for the state where the mailing address is located (e.g., AK for Alaska).

State Local Education Agency and School ID: State local education agency identification numbers (STID) are assigned by the state education agency. Once assigned, these numbers are maintained and used by NCES to verify record identity. A state's education agency number may be any combination of letters and numbers up to 14 characters.

A state's school identification number (SEASCH) may be any combination of letters and numbers up to 20 characters. For each school, report the assigned school and agency identification numbers. If schools are not assigned state identification numbers, enter code N. Provide documentation for any missing or inconsistent state identification numbers.

State New Teacher Indicator: This item indicates a new teacher in the state.

- 1 = Yes. New teacher to the state.
- 2 = No. Not a new teacher to the state.
- M = Missing

For each teacher reported on the file, if State New Teacher Indicator is 1, District New Teacher Indicator must be 1. If District New Teacher Indicator is 2, State New Teacher Indicator must be 2.

State Teacher ID: A unique teacher identification number provided by the state. This number does not change over time and it identifies each teacher within the state. **Please do not send social security numbers.** NCES and the Census Bureau can provide some technical assistance in developing unique teacher identifiers. Please contact Census staff at (800) 437-4196 or govs.tcs.list@census.gov, or contact Frank Johnson via e-mail at Frank.Johnson@ed.gov or by phone at (202) 502-7362.

Substitute Teacher: Individuals who fill the role of a regular teacher.

Teacher: We are asking for data on all teachers in your state, both certified and non-certified. Please include only those staff that are employees of a school district or state education agency. Exclude staff that do not keep attendance records or assign grades to students.

Teacher Salary Indicator: This item indicates whether or not a teacher's "Base Salary" includes pay for other official assignments (such as administration, curriculum coordinator, guidance counseling, etc.).

- 1 = Yes, Base salary includes pay for other official duties besides teaching.
- 2 = No, Base salary includes pay for teaching duties only.
- M = Missing

Teacher Status Indicator: This indicator is used to determine the teacher's employment status.

- 1 = Full-time teacher at one school only
- 2 = Full-time teacher assigned to several schools
- 3 = Full-time employee, part time teacher, at one school only; (teacher is a full-time employee, but has other recognized duties such a principal, administrator, guidance counselor, etc.)
- 4 = Full-time employee, part-time teacher, assigned to several schools (teacher is a full-time employee, but has other recognized duties such a principal, administrator, guidance counselor, etc.)
- 5 = Part-time employee whose only primary duty is a teacher
- 6 = Part-time employee who teaches and performs other duties
- 7 = Substitute teacher
- M = Missing

Total Benefits: Sum of retirement, health, and all other benefits, or total benefits paid by the district and/or state if unable to breakout retirement and health benefits. Report Total Benefits rounded to the nearest dollar.

Total Pay: The total amount of money paid to this teacher (for school year 2006-2007). (The amount reported for Total Pay is supposed to be greater than or equal to that for Base Salary.) Report Total Pay rounded to the nearest dollar.

Year of Birth: Teacher's year of birth.

Years of Experience: Years of teaching experience recognized by the school district or state education agency as of the end of the school year. New full-time teachers, hired at the beginning of the school year (with no previous experience), should be reported as having 1 year of experience.

Appendix A. Record Layout

Data Field	Description	Length	Type	Position	Values
STABBR	State Abbreviation	2	Alpha	1-2	
STTEACHID	State Teacher ID	30	Alpha	3-32	
LEAID	NCES Agency ID	7	Alpha	33-39	
SCHNO	NCES School ID	5	Alpha	40-44	
STID	State Agency ID	14	Alpha	45-58	
SEASCH	State School ID	20	Alpha	59-78	
SCHNAM	School Name	60	Alpha	79-138	
YEAR	School Year	8	Alpha	139-146	
BASESAL	Base Salary	9	Numeric	147-155	≥ 0 -1 = missing
TOTPAY	Total Pay	9	Numeric	156-164	≥ 0 -1 = missing
RETIREBEN	Retirement Benefits	9	Numeric	165-173	≥ 0 -1 = missing
HEALTHBEN	Health Benefits	9	Numeric	174-182	≥ 0 -1 = missing
OTHERBEN	All Other Benefits	9	Numeric	183-191	≥ 0 -1 = missing
TOTALBEN	Total Benefits	9	Numeric	192-200	≥ 0 -1 = missing
EXP	Years of Experience	2	Numeric	201-202	≥ 0 -1 = missing
DEGREE	Highest Degree Earned	1	Alpha	203	1 = Less than a Bachelor's degree 2 = Bachelor's degree 3 = Master's degree 4 = Doctorate degree M = Missing
RACE	Race/Ethnicity	1	Alpha	204	1 = American Indian/ Alaska Native 2 = Asian/Pacific Islander 3 = Hispanic 4 = Black, Not Hispanic 5 = White, Not Hispanic 6 = None of the above M = Missing
GENDER	Gender	1	Alpha	205	1 = Male 2 = Female M = Missing
BRTHYR	Birth Year	4	Alpha	206-209	≥ 0 M = missing

Data Field	Description	Length	Type	Position	Values
CONTRCTDAYS	Contract Days	5	Numeric	210-214	> 0 -1 = missing
FTE	FTE	4	Numeric	215-218	> 0 -1 = missing
TCHSTSIND	Teacher Status Indicator	1	Alpha	219	1 = Full-time teacher at one school only 2 = Full-time teacher assigned to several schools (itinerant teacher) 3 = Full-time employee, part-time teacher, at one school only; (teacher is a full-time employee, but has other recognized duties such as a principal, administrator, guidance counselor, etc.) 4 = Full-time employee, part-time teacher, assigned to several schools (teacher is a full-time employee, but has other recognized duties such as a principal, administrator, guidance counselor, etc.) 5 = Part-time employee whose only primary duty is a teacher 6 = Part-time employee who teaches and performs other duties 7 = Substitute teacher M = Missing
SALIND	Teacher Salary Indicator	1	Alpha	220	1 = Yes, base salary includes pay for other official duties besides teaching. 2 = No, base salary includes pay for teaching duties only. M = Missing
DSTNEWTCHIND	District New Teacher Indicator	1	Alpha	221	1 = Yes. New teacher to the district. 2 = No. Not a new teacher to the district. M = Missing

Data Field	Description	Length	Type	Position	Values
STNEWTCHIND	State New Teacher Indicator	1	Alpha	222	1 = Yes. New teacher to the state. 2 = No. Not a new teacher to the state. M = Missing

Frequently Asked Questions

Website Access

I forgot my password. Who do I call?

Contact the Teacher Compensation Survey staff at (800) 437-4196 or govs.tcs.list@census.gov.

I have tried to log on to the TCS website repeatedly and I cannot. What is wrong?

Your password is case-sensitive. If you type your password incorrectly three times, the website will lock you out for 15 minutes. After 15 minutes, you will be able to log on to the website again. If you cannot remember your password, contact the Teacher Compensation Survey Staff at (800) 437-4196.

Data Plan

I cannot save my information in the Data Plan. What is the problem?

You cannot save the information that you typed within the PDF form. To print a hard copy of the PDF form for your records, select Print Form.

I need to fill out the data plan but I do not have a copy of Adobe Reader.

You must have Adobe Reader to open the Data Plan. If you do not have Adobe Reader, go to <http://www.adobe.com> to download the software.

Teacher IDs

My state uses Social Security numbers for teacher IDs. What should be used to uniquely identify the teacher records?

Number your teachers sequentially. For example, the first teacher in your data file will have the teacher ID 1. This number should never change from year-to-year. Keep a file with the crosswalk of social security numbers to the unique sequential numbers for cross-referencing. Make sure that if you have the same teacher in multiple records, each record for that teacher has the same ID.

File Type

I do not have the data in an MS Access or comma-delimited file.

Please call Census at (800) 437-4196 to see what we can do to resolve this.

Data Items

I cannot include expenditures for summer school teachers in the total salary item.

Report as much of the total salary that the teacher receives from the school district as possible, and document the absence of summer school pay in the Data Plan

I cannot report any employee benefits or some of the other data items.

Just report the data that you have for teachers. Most states are unable to report all of the data items that we are requesting.