

STAFF DATA ELEMENTS

2025-26



Data Element Number: **200640**

Data Element Name: **Address, Mailing**

The employee's mailing address:

(25 characters) - Street number and name, P.O. box, or route and box number

(10 characters) - Apartment number, building number, etc.

(20 characters) - City and state. Positions 19-20 must be a two-character state code. (See attached table of state codes in Appendix H.)

(9 characters) - Zip code left justified.

NOTE: These are fixed fields.

Code	Definition/Example
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Not applicable for this element.

Data Element Detailed Information

Length:	64	Use Types:	
Data Type:	Alphanumeric	State Reporting:	Yes
Year Implemented:	9192	Local Accountability:	Yes
State Standard:	No	FASTER:	
Required Grades:		Migrant Tracking:	

Applicable Format And Edit

Formats Required:

Staff Demographic Information

Staff Payroll Information

Edits Required:

9,57

22,23,24,25

Programs Required:

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendices:

Appendix H: State Codes

Data Element Number: **200640**
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Description of Changes:

None
