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**TO:** Members of the State Board of Education  
**FROM:** Karen B. Salmon, Ph.D. *KBS*  
**DATE:** June 27, 2017  
**SUBJECT:** Maryland Report Card Publication

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**The following information is provided for your personal information.**

This memorandum provides you with information on data to be published on the Maryland Report Card.

**Staff Data**

Each school year, the twenty-four local education agencies in Maryland submit a report to the MSDE containing data on staff members, actively employed as well as staff who separated during the reporting period. The MSDE prints summary information in various MSDE publications, including: (1) Staff Employed at School and Central Office Levels; (2) Professional Staff by Type of Degree and Years of Experience; and (3) Professional Staff by Assignment, Race/Ethnicity and Gender.

In response to data requests, and to increase public access to staff data, the MSDE has prepared a data download which will be accessible through the data downloads on the Maryland Report Card <http://reportcard.msde.maryland.gov/downloadindex.aspx?K=99AAAA>. Under guidance from the Attorney General Office, the data available with brief descriptions are listed below:

DATA ELEMENT	DESCRIPTION
YEAR	School Year
LEA	Local Education Agency
SCHOOL	School
LOCATION	Location at which the employee is working (Central Office, Elementary, Secondary, Middle, Combined, Other)
LAST NAME	Staff last name
FIRST NAME	Staff first name
POSITION	Level of position
DEGREE	The degree status of professional staff. (Professional staff only.)
YEARS EXPERIENCE	Total experience in the current position.
PRIOR EMPLOYEMENT	The state or LEA where the person worked before the current assignment. (Newly hired professional staff, prior experience only.)

<b>TYPE OF EXPERIENCE</b>	Type of prior educational experience of professional staff. (Newly hired professional staff only.)
<b>SUBJECT</b>	Subjects of current teaching areas up to six. (Classroom teachers only.)

**CONCLUSION:**

Data will be reported on the Maryland Report Card website on June 27, 2017 as a data download.

**ACTION:**

For information only. No action required.