Reporting Vaccination & Exemption Status of School District Staff

Introduction

From October 19–25, the Office of Superintendent of Public Instruction (OSPI) will be collecting information about the COVID-19 vaccination and approved exemption status of school district employees. The data collection is specific to paid employees on payroll, and should not include information about staff on leave, volunteers or contractors who are not on payroll. These data will be used to help understand the staffing impact of the school employee vaccine requirements and to provide transparency for communities and families regarding the (collective) vaccination status of staff who are working with students.

Districts will be asked to report summaries of employee vaccination status as of October 19, 2021. The due date for submitting the information is October 25. Districts will receive a copy of their responses as confirmation that their submission was received. A link to the submission survey will be sent on October 19. The reporting structure and categories are being shared with districts now so they will be prepared to submit when the data collection survey is posted.

Please contact EducatorData@k12.wa.us with questions about this data collection.

District Information

1) Please select your district:*

2) Please enter your name:

3) Please enter your email address:*

Data Collection

Please use the following table to determine how to assign staff to a reporting category:

	Certificated Staff in Classroom	Classified Staff in Classroom	Certificated Staff in Building	Classified Staff in Building	Certificated Staff in District/ Central Office	Classified Staff in District/ Central Office
Duty Code Roots	31x, 32x, 33x, 34x, 52x, 630	91y	11x, 12x, 13x, 21x, 22x, 23x, 24x, 25x, 40x, 41x, 42x, 43x, 44x, 45x,	92y, 93y, 94y, 95y, 96y, 97y, 98y, 99y	11x, 12x, 13x, 21x, 22x, 23x, 24x, 25x, 31x, 32x, 33x, 34x, 40x, 41x,	91y, 92y, 93y, 94y, 95y, 96y, 97y, 98y, 99y

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			46x, 47x, 48x, 49x, 51x, 640		42x, 43x, 44x, 45x, 46x, 47x, 48x, 49x, 51x, 52x, 630, 640	

Each employee should be reported only once, in their primary role based on FTE. If their FTE is shared equally across multiple roles, report the employee in the role that falls into the leftmost possible column. Staff on leave (duty code 610 or 900), volunteers, and contractors who are not on the payroll should be excluded from all categories. If no staff are present in a reporting category, report 0.

Reporting categories are split by assignment to building or district/central office (use unit code) and then by duty code roots. In-classroom and in-building categories are subsets of assignment to building, with no overlapping duty code roots in these categories. Report all staff according to their duty code root, even if they are not in a classroom. The table is arranged so the duty code groupings with the highest potential for proximity to students are listed left to right. These ranges are approximate and may vary between schools and districts.

More in-depth definitions for each duty code root can be found in the [SAFS Personnel Reporting Handbook](#) on pages 64–68.

4) Report staff vaccination status as of October 19, 2021:

	Certificated Staff in Classroom	Classified Staff in Classroom	Certificated Staff in Building	Classified Staff in Building	Certificated Staff in District/ Central Office	Classified Staff in District/ Central Office
Fully vaccinated						
Initiated vaccination but not fully vaccinated or are in their 2-week waiting period						

Obtained medical exemption						
Obtained religious exemption						

Report the number of staff who did **not** obtain a medical or religious exemption or obtain a vaccination:*

	Certificated Staff in Classroom	Classified Staff in Classroom	Certificated Staff in Building	Classified Staff in Building	Certificated Staff in District/ Central Office	Classified Staff in District/ Central Office
Did not obtain a medical or religious exemption or obtain a vaccination						

If you have questions about this data collection, please contact EducatorData@k12.wa.us.