



EMIS Staff Vacancy CR Record beginning FY27

EMIS Manual Chapter 3.10

This document not only provides reporting requirements, but also will guide you through adding a new EMIS Staff Vacancy CR Record in USPS. (Core/EMIS Entry)

Required Collections - Position codes

1. CR Vacancy must be reported by Public Schools, Joint Vocational Schools, Community Schools, STEM Schools and ESC's.
2. Initial Staff and Course L Collection
3. Final Staff and Course L Collection
4. CR Vacancy reporting only required for the following Position Codes
 - 104 Assistant Principal
 - 108 Principal
 - 202 Counseling
 - 212 Supplemental Service Teaching Assignment
 - 230 Teacher
 - 304 Audiologist
 - 318 Psychologist
 - 334 Intern Psychologist
 - 320 Registered Nurse
 - 323 Social Worker
 - 325 Physical Therapist
 - 326 Speech and Language Therapist
 - 327 Occupational Therapist
 - 328 Mobility Therapist
 - 331 Occupational Therapist Assistant
 - 332 Physical Therapist Assistant
 - 415 Instructional Paraprofessional
 - 704 Vehicle Operating (Bus Driver)
 - EMC EMIS Coordinator



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General Guidelines

1. Staff Vacancy is defined as: An open position that the district intends to file during the reporting year.
 - a. Whether or not a position is ultimately filled that reporting year. A Staff Vacancy CR Record should be reported
 - b. New Vacancy - The district should report this record in the year the district plans to fill the vacancy.
 - c. If the position becomes vacant and the district intends to fill the position in the same year then they will report the CR record in that year.
 - d. BUT if the position is not filled in the current school year, then the CR record will need to be reported in the next school year as well, if the district still intends to fill the position.
 - e. If a vacancy opens during the school year but the district doesn't intend to fill the position until the next school year, then the record should not be reported until the following year.

Examples of vacancies and when to report: EMIS Reporting Year

1. A teacher retires at the end of the 2026-2027 school year, and the district plans to hire a replacement prior to the start of the 2027-2028 school year. This is a staff vacancy that should be reported starting in FY28
2. A district that secures funding for a new position for a counselor, and they intend to hire an additional school counselor prior to the start of the 2027-2028 school year. This is a staff vacancy that should be reported starting in FY28
3. A staff member leaves in the middle of the 2026-2027 school year and the district intends to hire a replacement prior to the end of the school year, a Staff Vacancy (CR) Record should be reported in FY27.



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Building IRN

1. Report building IRN where position is assigned
2. If a position is assigned to multiple buildings, then report a separate record for each building.
3. If a position is a district wide position, report the district IRN

Date Vacancy Filled

1. The start date of the employee hired to fill the vacant position
2. Will report as YYYYMMDD, but in USPS select the date using the calendar.

Grade Level - Highest

1. Highest student grade level served by this position
2. Valid Options:
 - ** Not Applicable
 - PS Preschool
 - KG Kindergarten
 - 01-12 First through twelfth grade, this includes grade 13 and 23
3. This element is only required for positions 104, 108, 212 and 230

Grade Level - Lowest

1. Lowest student grade level served by this position
2. Valid Options:
 - ** Not Applicable
 - PS Preschool
 - KG Kindergarten
 - 01-12 First through twelfth grade, this includes grade 13 and 23
3. This element is only required for positions 104, 108, 212 and 230

Position Code - See list of reportable position codes at the top of this document and then select from the drop down list in USPS



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Reason for Vacancy

1. New Position in the district
2. Previous staff - Employer initiated
3. Previous staff - Left Position
4. Previous staff - Retirement

Subject Area

1. The subject area for the position needed - Teacher position
2. If not a teaching position select ** Not a teacher, subject not reported
3. For teaching positions that teach multiple subjects, report one CR Record for each subject.

Unfilled Position FTE

1. This FTE is only for records with Vacancy Filled Method option UN. (Position remains unfilled)
2. Enter the FTE for the position that is vacant.
3. If the district was unable to fill the full-time position (1 FTE), but could hire someone with less than 1 FTE, two records will need to be reported.
 - a. One would include the FTE that could be filled (ex .75 FTE)
 - b. Second record would include the remainder of the FTE that could not be filled (ex .25 FTE)

Vacancy Filled Method

Valid Options: Select from dropdown list:

- RE Hired fully qualified personnel – Retired educator
- AL Hired fully qualified personnel – Alternatively licensed educator
- TR Hired fully qualified personnel – Traditional license pathway
- OT Hired fully qualified personnel – Other
- SU Hired less than fully qualified personnel – Substitute license
- ER Hired less than fully qualified personnel – Emergency credentials or unlicensed
- CO Contracted with an educational service center or other entity
- Someone
- UN Position remains unfilled



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State Staff ID - Former Employee

1. The State staff ID for the person who most recently held the vacant position.
2. If the position being reported is NEW enter all 9's for the former employee's State ID (9 digits for State Staff ID - credential ID)

State Staff ID - New Employee

1. Report the New Employee's State Staff ID - Credential ID
2. If the New Employee has never been issued a Credential ID, a Z-ID or Educator State ID can be reported INITIALLY
3. If a staff member is INITIALLY reported with a Z-ID, this reporting should be updated once they receive their Credential ID
4. If the vacant position remains unfilled, then the New Employee credential ID should report all 9's (9 digits)

Frequently Asked Questions

In this section, we have included sample questions that are based on scenarios and questions from the field, along with answers based on the information contained in this document.

Question 1. A speech and language pathologist retired this year, and we are posting the position right away to hire someone as soon as possible to finish out the year. Should we submit a vacancy record for this position this year or wait until next year?

Answer 1. Vacancy records should be submitted during the school year in which the district plans to hire someone. Here, the district's plan is that the replacement will begin work this school year; therefore, a Staff Vacancy (CR) Record should be submitted during the current school year.



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Frequently Asked Questions continued

Question 2. Several staff left their positions during the 2025-2026 school year; the district plans to hire replacements for most of these staff to begin working in August of 2026. Short-term funding ran out for two positions, so the district is not replacing those staff. Should we submit Staff Vacancy (CR) Records for all of these positions?

Answer 2. Do not submit vacancy records for any positions the district has determined they will not attempt to fill. In FY27, Staff Vacancy (CR) Records should be submitted for each position the district attempts to fill.

Question 3. The district tried to hire someone to replace our audiologist for FY27, but we could not find someone to fill the position. We will be going without an audiologist this year. Should we submit a vacancy record for the audiologist position?

Answer 3. Yes, this district should report a Staff Vacancy (CR) Record for this audiologist position. The record should be reported with Vacancy Filled Method option UN—Position remains unfilled.

Question 4. Our district had a teacher retire and replaced that person by contracting with the ESC. Do we need to report a Staff Vacancy (CR) Record for the retired teacher's position?

Answer 4. Whether a vacancy record is required in this situation depends on the timing of the decision to contract for the position. If the district decided to contract with the ESC without having posted the position or attempting to hire a teacher, then no vacancy record would be reported. If, however, the district attempted to hire a teacher, failed to find someone, and then decided to contract with the ESC, then a Staff Vacancy (CR) Record should be reported for the position.

Regardless of whether the contracting district reports a record, if the ESC did not have an available staff member and had to hire to provide someone, then the ESC would report a vacancy record for the position.



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Frequently Asked Questions continued

Question 5. Our district received a grant we are using to hire two new high school math teachers. Since the two positions are the same (same position code and subject area), should we report vacancy records for both? Whether we report one or two records, how do we report the State Staff ID, Former Employee since these are new positions?

Answer 5. Yes, two records should be reported for this situation, one for each position. What is reported for State Staff ID, Former Employee depends on the other reported details for the two positions. If the fields that must be unique will match between the two records, then the Former Employee ID should be all 9s for one position and all 8s for the other position. If, however, the fields will not match, then all 9s can be reported for both.

For example, if the two positions are in different buildings, then the Former Employee ID can be reported as all 9s for both records. If the two positions are in the same building and are either filled by the same person or both remain unfilled, then all 9s should be reported on one record and all 8s should be reported on the other.

If there are more than two matching positions, Former Employee IDs can be reported with all 9s, all 8s, all 7s, all 6s, or all 5s. In the unusual situation that this will not create enough unique records for positions that remain unfilled, the New Employee ID can also be all 9s, 8s, 7s, 6s, or 5s.



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Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Staff Vacancy (CR) Record, each combination of values in the following fields must be unique.

Required Fields	Number
Building IRN	CR050
State Staff ID, Former Employee	CR060
Position Code	CR070
Subject Area	CR080
State Staff ID, New Employee	CR090

STAFF VACANCY (CR) RECORD CSV FILE LAYOUT

Number	Name	PIC/Size
CR010	Sort Type	PIC X(2)
	Always "CR"	
CR020	Fiscal Year, e.g., 2027 (CCYY)	PIC X(4)
CR030	Data Set	PIC X
	L – Staff/Course	
CR040	District IRN	PIC X(6)
CR050	Building IRN	PIC X(6)
CR060	State Staff ID, Former Employee	PIC X(9)
CR070	Position Code	PIC X(3)
CR080	Subject Area	PIC X(2)
CR090	State Staff ID, New Employee	PIC X(9)
CR100	Date Vacancy Filled	PIC 9(8)
CR110	Grade Level Served, Lowest	PIC X(2)
CR120	Grade Level Served, Highest	PIC X(2)
CR130	Reason for Vacancy	PIC X
CR140	Unfilled Position FTE	PIC 9V99
CR150	Vacancy Filled Method	PIC X(2)