# Maine Staff Course Import

Last Modified on 10/22/2022 9:46 am CDT

Logic and Validations | Import Layout

> This information is specific to Maine users. This tool is available in versions of Infinite Campus in Maine (i.e., Maine Edition, District Edition and State Edition).

**PATH:** *Census > Census Tools > Import Wizard > Staff Courses Import Type*

The Staff Courses Import includes course section information taught by a particular staff person.  Each line in the import represents one course section, which means a staff person may be listed multiple times.

If Year, School Number and Staff State ID exist, a new record for that staff person will be created and matched with the school and year.  This import requires the District, School and Calendar fields to be populated in the Campus toolbar.
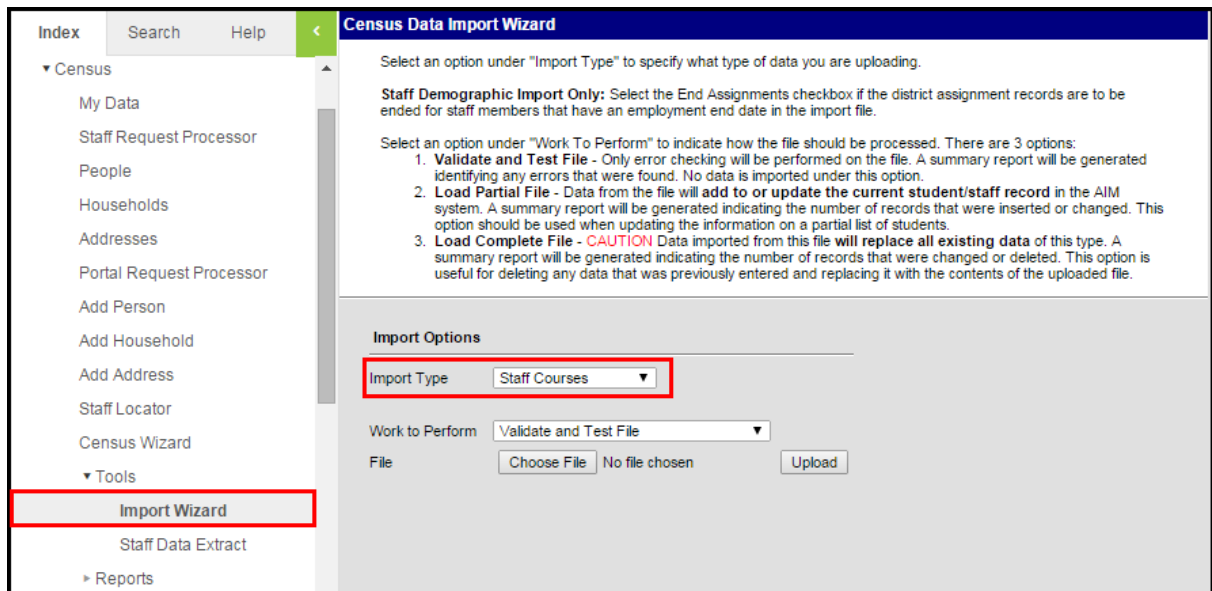


*Image 1: Staff Courses Import*

# Logic and Validations

The following represents the logic and validations used in the Staff Course Import.

- Each line represents a course section taught by the staff person.
- If **Year, School Number** and **Staff State ID** are reported, a new record will be created for that staff person within the matched school and year.
- The **District, School** and **Calendar** must be chosen in the Campus toolbar when importing data.

# Import Layout

The following table lists the data elements included in the layout.

| Data Element | Description | Format, Type and Length | Campus Database | Campus Interface |
|---|---|---|---|---|
| **Year** | End year of the school year for which data is being imported.<br><br>The following situations will cause an error when importing:<br>• If field is not populated<br>• If field is not in proper format<br>• If year does not match a calendar end year | Numeric, 4 digits<br><br>YYYY | calendar.year | System Administration > Calendar > Calendar > Calendar > End Date |
| **School Number** | State-assigned number associated with the school building.<br><br>The following situations will cause an error when importing:<br>• If field is not populated<br>• If entry is not a valid school number | Numeric, 4 digits | school.number | System Administration > Resources > School > Number |
| **Staff State ID** | Staff person's state-assigned identification number.<br><br>The following situations will cause an error when importing:<br>• If field is not populated<br>• If entry is not a valid Staff State ID | Numeric, 6 digits | person.stateStaffID | Census > People > Demographics > Person Identifiers |

| Data Element | Description | Format, Type and Length | Campus Database | Campus Interface |
|---|---|---|---|---|
| **State Course Code** | State-assigned code/number assigned to the course.<br>A comparison with the fields StateCourseCode and Course.stateCode is done when the import occurs. If the value in the Course State Code matches a value from the Course.stateCode, the value of the Course.stateCode will be imported.<br><br>The following situations will cause an error when importing:<br>• If field is not populated<br>• If entry is not a valid state course code | Numeric, 15 digits | course.stateCode | Scheduling > Courses > Course > Course > State Code |
| **Course Name** | Name of the course.<br><br>The following situations will cause an error when importing:<br>• If field is not populated | Alphanumeric, 20 characters | course.name | Scheduling > Courses > Course > Name |

| Data Element | Description | Format, Type and Length | Campus Database | Campus Interface |
|---|---|---|---|---|
| **Federal Subject** | Category of the teaching assignment used for HQ status determination<br>• If the FederalType is three characters, the Course.subjectType will be set to CORE, as will the Course.coreSubject be set to the value in the Federal Subject.<br>• If the FederalType is ELEM, SPED or NA, the Course.subjectType will be set.<br><br>The following situations will cause an error when importing:<br>◦ If field is not populated<br>◦ If entry is not a valid Federal Subject | Alphanumeric, 3 characters | course.subjectType course.coreSubject | Scheduling > Course > Course > Subject Type |
| **Local Course Number** | Number assigned to the course by the district.<br><br>The following situations will cause an error when importing:<br>• If field is not populated | Numeric, 10 digits | course.number | Scheduling > Courses > Course > Number |

| Data Element | Description | Format, Type and Length | Campus Database | Campus Interface |
|---|---|---|---|---|
| **Local Section Number** | Number assigned to the section of the course by the district.<br><br>The following situations will cause an error when importing:<br>• If field is not populated | Numeric, 10 digits | course.section section.number | Scheduling > Courses > Course > Section > Number |
| **Grade Level Code** | Indicates the enrolled grade level of students in the course.<br><br>The following situations will cause an error when importing:<br>• If field is not populated<br>• If entry is not a valid Federal Subject | Alphanumeric, 3 characters | calendar.gradeLevel | Scheduling > Course > Course > Grade |
| **Course Type** | Type of course. Options are AP (Advanced Placement) or AL (Alternative Education).<br><br>The following situations will cause an error when importing:<br>• If field is not populated | Alphanumeric, 2 characters | course.type | Scheduling > Courses > Course > Type |
| **NonHqtReason** | Identifies the reason why the teacher is not Highly Qualified to teach the course. | Numeric, 2 digits | course.nonHQTReason | Scheduling > Courses > Course > Non HQT Reason |

| Data Element | Description | Format, Type and Length | Campus Database | Campus Interface |
|---|---|---|---|---|
| **NonHqtExplanation** | If answer to Non-HqtReason is 04, this field is used to note the reason. <br><br> The following situations will cause an error when importing: <br> • If field is NULL <br> • If NonHqtReason is 04 | Alphanumeric, 25 characters | course.nonHQTExplanation | Scheduling > Courses > Course > Non HQT Explanation |