CRDC - STAF- School & School Support Staff Ad Hoc Filters

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Classic View: Federal Reporting > Civil Rights Data Collection (CRDC) > Maintain Survey Results

Search Terms: Maintain CRDC Survey Results

This article covers basic ways to use the Campus Ad hoc Reporting tools to design Ad hoc filters that can produce the school mappings needed to identify data sets for the Civil Rights Data Collection (CRDC). If the required information is not entered into Campus, a filter will not be able to produce the data. The filters used within this document utilize the Filter Designer's Query Wizard. Ad hoc fields vary by state; therefore, examples within this article may need to use different data elements from what appears in the examples.

Also note, the Query Wizard returns data based on AND. For most of the examples, logical expressions should be entered to indicate an AND or OR is required. This is not represented in all of the captured images, but should be incorporated into your queries.

Ad Hoc filters will not report any student or course that is not enrolled or assigned to the school the filter is being run. Any students or courses that need to be added to a school's mapping will need to be manually added using the Quick Search feature in the school's mapping tool.

The CRDC is run for previous years' data, not current years' data.

- STAF-1: Teachers - FTE Count and Certification
- STAF-2: Teachers Years of Experience
- STAF-3: Teachers Absenteeism
- STAF-4: School Counselors
- STAF-5: Support Services Staff
- STAF-6: Current Year and Previous Year Teachers Count

Images may display reference to a particular year. Users should update the year as appropriate for reporting. Information noted in each of the queries is current with CRDC requirements, regardless of the year displayed.

STAF-1: Teachers - FTE Count and Certification

Total FTE of Classroom Teachers for Census/Staff Data Type

Create a filter similar to the example below using the **Query Wizard** and the **Census/Staff** Data Type. In this example, the filter identifies school employees who have a Teacher assignment and adds their FTE (Full-time Equivalency) to produce a total.

Filter Identifying the Total FTE of Classroom Teachers

Total FTE of Classroom Teachers Meeting All State Licensing/Certification Requirements for Census/Staff Data Type

A filter can be designed to identify teacher credentials; however, state licensing/certification requirements must be known prior to reporting data to ensure data accuracy. Teacher credential information can be found at Staff > Census > Credentials > Licensure/Certification

- Remove the function and replace it with the field schoolEmployment.fteInAssignment.
- The FTE will need to be added manually for teachers meeting the requirements.

Create a filter similar to the example below using the **Query Wizard** and the **Census/Staff** Data Type. In this example, the filter identifies the teacher's FTE and reports whether or not he/she has state licensing/certifications.

Filter Identifying Total FTE of Teachers with Certification

Total FTE of Classroom Teachers for HR Person Data Type

Create a filter similar to the example below using the **Query Wizard** and the **HR Person** Data Type. In this example, the filter identifies school employees who have a Teacher assignment and adds their FTE (Full-time Equivalency) to produce a total.

Filter Identifying the Total FTE of Classroom Teachers

Total FTE of Classroom Teachers Meeting All State Licensing/Certification Requirements for HR Person Data Type

A filter can be designed to identify teacher credentials; however, state licensing/certification requirements must be known prior to reporting data to ensure data accuracy. Teacher credential information can be found at Human Resources > Personnel > Personnel Master > Qualifications

- Remove the function and replace it with the field hrWorkAssignmentHist.fte.
- The FTE will need to be added manually for teachers meeting the requirements.

Create a filter similar to the example below using the **Query Wizard** and the **HR Person** Data Type. In this example, the filter identifies the teacher's FTE and reports whether or not he/she has state licensing/certifications.

Filter Identifying Total FTE of Teachers with Certification

STAF-2: Teachers Years of Experience

Teacher Years of Experience for Census/Staff Data Type

Create a filter similar to the example below using the **Query Wizard** and the **Census/Staff** Data Type. In this example, the filter identifies the teacher's District Employment start date and FTE. The total FTE will have to be calculated manually.

Filter Identifying the FTE of Classroom Teachers in their First/Second Year of Teaching

Teacher Years of Experience for HR Person Data Type

Create a filter similar to the example below using the **Query Wizard** and the **HR Person** Data Type. In this example, the filter identifies the teacher's Employment History start date and FTE. The total FTE will have to be calculated manually.

Filter Identifying the FTE of Classroom Teachers in their First/Second Year of Teaching

STAF-3: Teacher Absenteeism

This item of the CRDC requires data only available in Campus Human Resources (HR).

Because Campus does not track teacher absenteeism the same way it tracks student absenteeism, the date information generated by this Ad hoc filter must be manually checked to be considered accurate.

Create a filter similar to the example below using the **Query Wizard** and the **HR Person** Data Type. In this example, the filter identifies both the start and end dates of teacher absences that occurred during the reported school year and the teacher's FTE. Additionally, the teacher's first and last names, as well as school ID, report.

Filter Identifying Teacher Absenteeism and FTE

STAF-4: School Counselors

School Counselor FTE for Census/Staff Data Type

Create a filter similar to the example below using the **Query Wizard** and the **Census/Staff** Data Type. In this example, the filter identifies school employees with a counselor assignment and reports the sum of their FTE.

Filter Identifying the FTE of School Counselors

School Counselor FTE for HR Person Data Type

Create a filter similar to the example below using the **Query Wizard** and the **HR Person** Data Type. In this example, the filter identifies school employees with a counselor assignment and reports the sum of their FTE.

Filter Identifying the FTE of School Counselors

STAF-5: Support Services Staff

Create a filter similar to the example below. In this example, the filter identifies FTE employees by title. The title is not specified in this example. It is up to the school districts to determine how these positions are tracked. The filter works if the district is using the title on a user's district assignment tab to track this data.

Filter Identifying FTE Employees by Title

STAF-6: Current Year and Previous Year Teachers Count

Create a filter similar to the example below using the **Query Wizard** and **Census/Staff** data

type. In this example, the filter reports teachers employed at a school. The filter groups the data by the school the teacher is employed and a record count of the number of teachers employed at a school is reported.

Filter Identifying Teachers