CALPADS Staff Assignment (SASS)

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The Staff Assignment file is used to submit data about staff teaching assignments. This information is reported for all certificated staff (Type 10, 11, 12, 25, 26, 27) who are actively employed on Information Day. Staff members must have a SEID, but staff with a SEID = 9999999999 do not report. Multiple records may be submitted if the staff person has multiple assignments in different schools or different Types.

CALPADS Staff Assignment

Report Logic

All staff who have an active District Employment record and an active District Assignment record with Type = 10, 11, 12, 25, 26 or 27 on the reporting date are included.

- Staff must have a Staff State ID (SEID) in Census > Demographics > Person Identifiers that is not blank or 9999999999.
- Multiple records should be submitted if a staff member has multiple District Assignments with

different Type codes. (One record per Type code per School. A staff person with three District Assignments with Type 12 in the same School reports one record. A staff person with one District Assignment with Type 12 and one with Type 11 reports two records).

- Submit Multiple records when a staff member has multiple District Assignments with the same Type code in different schools.
- In Field 14, the FTE for all active assignments in a school with the same Type are summed for reporting. If the staff person has multiple District Assignments with Types 10,11 or 12, the Non-Classroom Assignment Codes from all appropriate district assignments are reported in Fields 15-21, up to a total of seven unique codes in all district assignments for a given Type.
- For districts using Campus HR, staff who have multiple Work Assignments report a second row with a (potentially) different Location; the percent reports from the Work Locations Percent field, if populated.

Operational Keys

- Academic Year ID
- School of Assignment

This is a FULL REPLACEMENT file. This means that if a file is submitted/posted to CALPADS, and a later file with the same School of Assignment and Academic Year is submitted/posted, the records from the second file *are replaced*, rather than updated or added to, the records from the first file.

Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or X: Non-binary. This is done on the Identities tool and/or the Demographics tool.

CALPADS Extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of X: Non-Binary, on the Identities tool:

1. Assign the **Gender of X: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** field to either M: Male or F: Female.
3. Save the record when finished.

Gender and Legal Gender Assignment

Validate SASS Data

Use the Data Validation Report to correct any student data prior to the submitting the CALPADS file to the state. Validation Groups and Validation Rules are provided by Infinite Campus for a specific CALPADS extract (listed below). These groups are used to return certain rules assigned to each group.

- CALPADS SSID Enrollment
- CALPADS Student Information
- CALPADS Student Programs
- CALPADS Student English Language Acquisition
- CALPADS Student Discipline
  - Student Incident File
  - Student Incident Result File
  - Student Offense File

- CALPADS Staff Demographics
- CALPADS Staff Assignments
- CALPADS Course Section
- CALPADS Student Course Section
- CALPADS Work-Based Learning
- CALPADS Postsecondary Status Summary

Modifications to the Validation Rules and Validation Groups can be made if your district has purchased the Campus Analytics Suite; otherwise, they are read-only.

Users can select the **Missing or Incorrect Data** Validation Group, which returns any missing or incorrect data that is reported in the CALPADS Extract, like a missing enrollment exit reason or an incorrect date, for example.

Note that examples refer to CALPADS SENR.

Data Validation Report - Missing/Incorrect Data

The report first lists a Summary of the issues found and the total number of occurrences.

Validate Report Summary List

Then, click the Rule in the Summary column (for HTML format), or scroll through the report to see which students meet the criteria of the rule logic.

Validate Report Results

Refer to the tables below, which includes the rule, rule logic and location, for correcting the data.

Missing or Incorrect Data

The Missing or Incorrect Data Report uses the following rules and logic (open the Click here to Expand section below to see each rule).

▶ Click here to expand...

Report Editor

The following fields are available on the Staff Assignment Editor.

Field	Description
Reporting Date	Indicates the date of the report. This field displays the current date and includes active staff as of this date.
Transaction Type	Indicates the type of transaction that occurs - Replace or Delete.
Format	Determines how the report generates. Select State Format (Caret Delimited) if submitting records to the state. Other formats available for testing and review purposes are CSV and HTML.
Ad hoc Filter	Select which staff to include in the extract by choosing a filter that was created in the Filter Designer.
Calendar Selection	Select the calendar of Assignment. Calendars can be chosen by the active year, by the school name or by the year.

Field	Description
Report Generation Options	Choose the Generate Extract to display the results of the chosen items immediately. Choose the Submit to Batch option to generate the report at a specified time. This option is helpful when generating large amounts of data.

Generate the Staff Assignment File

1. Enter the **Reporting Date** in *mmddyy* format, or use the calendar icon to select a date.
2. Select the **Transaction Type** from the dropdown list - Replace or Delete.
3. Select the **Format** of the file. The State Format (Caret Delimited) should be chosen when submitting records to the state. Other formats available for testing and review purposes are CSV and HTML.
4. Use the **Ad hoc Filter** to select staff already included in a filter. This is not required.
5. Select the **Calendars** to include in the file.
6. Click the **Generate Extract** button. Or generate the extract at a specified time using the **Submit to Batch** button. The file appears in a new window in the selected format.

Staff Assignment File

Data Elements	Description	Location
Record Type Code	Type of data record being submitted. Chosen on the Extract Editor. Reports as SASS. • Reports as *SASS.txt* for the State Format • Reports as *SASS.csv* for the CSV Format *Alphanumeric, 4 characters*	Data not stored
Transaction Type Code	Action CALPADS should take with this record. Chosen on the Extract Editor. • D = Delete • Blank = Replace (default) *Alphanumeric, 1 character*	Data not stored
Local Record ID	This field does not report.	N/A

Data Elements	Description	Location
Reporting LEA	A unique identifier for the educational service institution in which the Staff person is employed. If the reporting calendar is from a School with Type 15: Independently Reporting Charter, the State School Number reports (not the State District Number). This field reports the Secondary District Number when the reporting calendar has a School Type of 16: Secondary State District Number. *Numeric, 7 digits*	System Administration > Resources > District Information > State District Number District.number System Administration > Resources > School > School Number School.number System Administration > Resources > School > Type School.type
School of Assignment	A unique identifier for the school where a Staff person is assigned. District-level staff should have a District Assignment in a School that has the State District Number entered as the State School Number. If the CDS Number field is populated on the School editor, that value reports. *Numeric, 7 digits*	System Administration > Resources > School > State School Number School.Number System Administration > Resources > School > CDS Number
Academic Year ID	A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction. *Date field, 9 characters (CCYY-CCYY)*	System Administration > Calendar > School Years > Start Year/End Year Calendar.schoolYear

Data Elements	Description	Location
SEID	A unique identifier assigned to each Educator in the California public education system by the California Commission on Teacher Credentialing. When Campus Human Resources is enabled, this field reports from the HR General Information editor. *Alphanumeric, 10 characters*	Census > People > Demographics > Person Identifiers > Staff ID Person.staffID HR > Personnel > Personnel Master > HR General > State Number
Local Staff ID	A unique identifier assigned to a Staff member by the local educational agency. When Campus Human Resources is enabled, this field reports from the HR General Information editor. *Numeric, up to 10 digits*	Census > People > Demographics > Person Identifiers > Staff Number Person.staffNumber HR > Personnel > Personnel Master > HR General > Personnel Number
Staff First Name	The legal first name of the staff person. This information is reported from the current identity record. If the Legal First Name field is populated, information reports from that field. When Campus Human Resources is enabled, this field reports from the HR General Information editor. Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName Census > People > Identities > Identity Information > Protected Identity Information > Legal First Name Identity.legalFirstName HR > Personnel > Personnel Master > HR General > First Name

Data Elements	Description	Location
Staff Last Name	The legal last name of the staff person. This information is reported from the current identity record. If the Legal Last Name field is populated, information reports from that field. When Campus Human Resources is enabled, this field reports from the HR General Information editor. Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name Identity.lastName Census > People > Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName HR > Personnel > Personnel Master > HR General > Last Name
Staff Birth Date	Birth date of the staff person. This information is reported from the current identity record. When Campus Human Resources is enabled, this field reports from the HR General Information editor. *Date field, 10 characters (CCYYMMDD)*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate HR > Personnel > Personnel Master > HR General > Birth Date

Data Elements	Description	Location
Staff Gender Code	Gender of the staff person. This information is reported from the current identity record. If the Legal Gender field is populated, information reports from that field. When Campus Human Resources is enabled, this field reports from the HR General Information editor. See the Non-Binary Gender Reporting section for additional information. *Alphanumeric, 1 character (M or F)*	Census > People > Demographics > Person Information > Gender Identity.gender Census > People > Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legelGender HR > Personnel > Personnel Master > HR General > Gender
Staff Job Classification Code	A coded value representing the Educational Service Job Classification. See the **Job Classification Codes** for a list of options. *Numeric, 2 digits*	Census > People > District Assignments > Type EmploymentAssignment.type
Staff Job Classification FTE Percentage	Calculation of the staff person's FTE reported to a tenth of a percentage. Valid range is 1.0 to 200.0. Staff who have multiple district assignments of the same type reports the sum of FTE from all assignments within the same type in the same school. Staff who have multiple district assignments in different school reports the sum of the FTE from all assignments of the same type in the same school. **For districts not using Campus Human Resources**:	Census > People > District Assignments > FTE of Assignment EmploymentAssignment.fte HR > Personnel > Personnel Master > Work Assignments > Work Locations > Percent HR > Personnel > Personnel Master > Work Assignments > Position FTE

Data Elements	Description	Location
	Enter FTE as a percentage on the District Assignment editor. A value of 1.0 FTE reports as 100. A value of .5 reports as 50. FTE does not have to be calculated for each teaching assignment if the teacher has multiple assignments. It is appropriate to enter the total FTE on one of the assignments and leave the rest blank. **For districts using Campus Human Resources:** When Campus Human Resources is enabled, this field reports from the HR Work Assignments editor. Enter FTE as a numeric value on the Work Assignments editor. A value of 1 FTE reports as 100 when the report is generated. A value of .5 reports as 50. When a staff person had multiple work locations at different percent values, the value is calculated by multiplying the **Position FTE** value by the **Work Location Percent** field. *Numeric, 5 characters (NNN.N)*	

Data Elements	Description	Location
Non-Classroom Support Code 1	A coded value representing the Support/Non-Classroom Based Job Assignment. See the **Non-Classroom Support Codes** for a list of options. • If Type 10 or 25, reports the Assignment Code if equal to 0100-0160, 0171, 0199, 0301-0302, 0307, 0318 or 6018. • If Type 11, reports the Assignment Code if equal to 0202-0226, 0228, 0400, 0407 or 6018. • If Type 12, 26 or 27, reports the Assignment Code if equal to 6006-6007, 6010-6011, 6014, 6017-6020 or 6099. • If the Assignment Code is not equal to one of the above, the value reports from Non-Classroom Assignment Code 1 if populated. Do NOT enter the same code in both the Assignment Code and Non-Classroom Support Code 1 field. When Campus Human Resources is enabled, this field reports from the HR Work Assignments editor. *Numeric, 4 digits*	Census > People > District Assignments > Non-Classroom Assignment Code 1 or Assignment Code EmploymentAssignment.nonClassroom1 HR > Personnel > Personnel Master > Work Assignments > Non-Classroom Support Code

Data Elements	Description	Location
Non-Classroom Support Code 2	A coded value representing the Support/Non-Classroom Based Job Assignment. If Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 2 if set. Otherwise, a blank field reports. See the **Non-Classroom Support Codes** for a list of options. When Campus Human Resources is enabled, this field reports from the HR Work Assignments editor. *Numeric, 4 digits*	Census > People > District Assignments > Non-Classroom Assignment Code 2 EmploymentAssignment.nonClassroom2 HR > Personnel > Personnel Master > Work Assignments > Non-Classroom Support Code

Data Elements	Description	Location
Non-Classroom Support Code 3	A coded value representing the Support/Non-Classroom Based Job Assignment. If Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 3 if set. See the **Non-Classroom Support Codes** for a list of options. When Campus Human Resources is enabled, this field reports from the HR Work Assignments editor. *Numeric, 4 digits*	Census > People > District Assignments > Non-Classroom Assignment Code 3 EmploymentAssignment.nonClassroom3 HR > Personnel > Personnel Master > Work Assignments > Non-Classroom Support Code

Data Elements	Description	Location
Non-Classroom Support Code 4	A coded value representing the Support/Non-Classroom Based Job Assignment. If Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 4 if set. See the **Non-Classroom Support Codes** for a list of options. When Campus Human Resources is enabled, this field reports from the HR Work Assignments editor. *Numeric, 4 digits*	Census > People > District Assignments > Non-Classroom Assignment Code 4 EmploymentAssignment.nonClassroom4 HR > Personnel > Personnel Master > Work Assignments > Non-Classroom Support Code
Non-Classroom Support Code 5	A coded value representing the Support/Non-Classroom Based Job Assignment. If Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 5 if set. See the **Non-Classroom Support Codes** for a list of options. *Numeric, 4 digits*	Census > People > District Assignments > Non-Classroom Assignment Code 5 EmploymentAssignment.nonClassroom5 HR > Personnel > Personnel Master > Work Assignments > Non-Classroom Support Code

Data Elements	Description	Location
Non-Classroom Support Code 6	A coded value representing the Support/Non-Classroom Based Job Assignment. If Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 6 if set. See the **Non-Classroom Support Codes** for a list of options. When Campus Human Resources is enabled, this field reports from the HR Work Assignments editor. *Numeric, 4 digits*	Census > People > District Assignments > Non-Classroom Assignment Code 6 EmploymentAssignment.nonClassroom6 HR > Personnel > Personnel Master > Work Assignments > Non-Classroom Support Code

Data Elements	Description	Location
Non-Classroom Support Code 7	A coded value representing the Support/Non-Classroom Based Job Assignment. If Type is 10, 11, 12, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 7 if set. See the **Non-Classroom Support Codes** for a list of options. When Campus Human Resources is enabled, this field reports from the HR Work Assignments editor. *Numeric, 4 digits*	Census > People > District Assignments > Non-Classroom Assignment Code 7 EmploymentAssignment.nonClassroom7 HR > Personnel > Personnel Master > Work Assignments > Non-Classroom Support Code

Job Classification Codes

The Job Classification Codes listed here are the only ones reported in the CALPADS Staff Assignment extract. For a complete list of the Job Classification Codes, see the **California District Assignments** page.

Code	Name	Description
10	Certificated K-12 Administrator	An employee of the Education Service Institution in a position requiring certification but who is not required to provide direct instruction to pupils or direct services to pupils (services such as those provided by a pupil services employee. This category does not include mentor teachers.

Code	Name	Description
11	Certificated K-12 Pupil Services	An employee of an Educational Service Institution who is in a position requiring a standard designated services credential, health and development credential, or a library media teacher credential and who performs direct services to pupils (counselors, guidance and welfare personnel, library media teachers, psychologists, etc.). Program specialists as defined in Education Code Section 56368 are also to be reported as pupil service employees.
12	Certificated K-12 Teacher	An employee of the Educational Service Institution who holds a position requiring certification or other state alternative and whose duties require direct instruction to the pupils in the school(s) of that district, including mentor teachers and in some cases, long-term substitute teachers.
25	Non-certificated Administrator	An employee of an Educational Service Institution at the administrative level (assistant, deputy or associate superintendent, or higher) who has been waived of the requirement of having to possess an administrative services credential.
26	Charter School Non-Cert Teacher	An employee of a charter school that is providing instruction in a non-core course (as defined in the school's charter) who has been waived of the requirement of having to obtain a teaching credential.
27	Itinerant or Pull-out/Push-in Teacher	A Staff member is one who travels from school to school, providing special materials, consultation with school personnel, and individualized instruction in disability specific skills that encompass what is known as the expanded core curriculum.

Previous Versions

CALPADS Staff Assignment (SASS) [.2112 - .2223]