

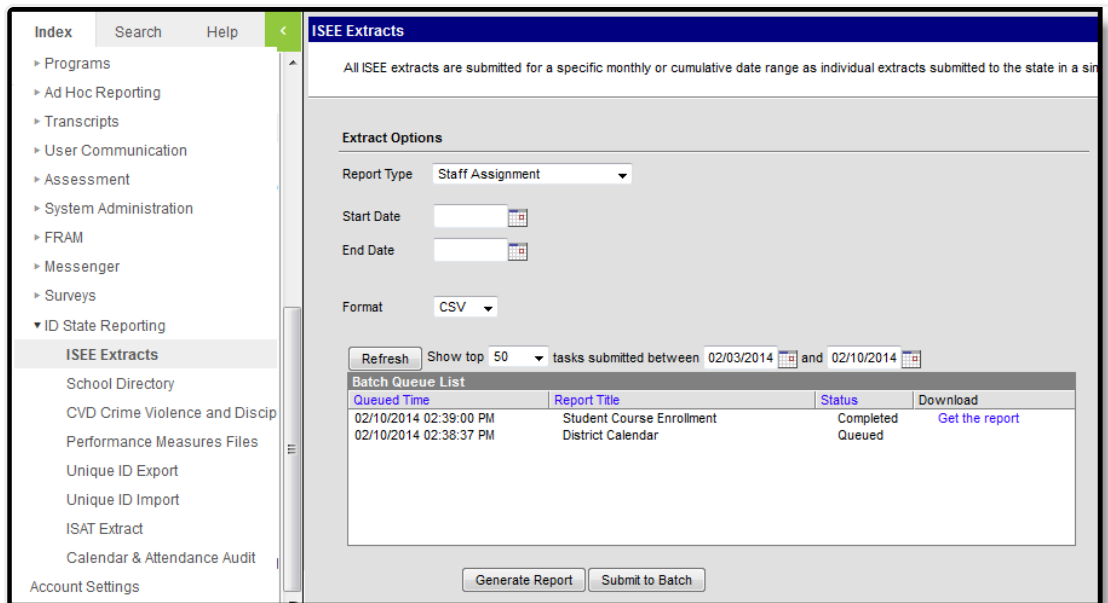
Staff Assignment (ISEE Extracts) (Idaho)

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PATH: *ID State Reporting > ISEE Extracts*

The Staff Assignments extract is used to report Staff Assignments for active Staff of all Types: Administrative, Certified, Classified, and Paraprofessional. Certified Staff can report from "non-teaching" District Assignments (Teacher is not marked) and from the teaching assignments that are active during the date range selected on the extract editor. Staff members who are teaching report one record for each section they are teaching. Data being reported comes from the courses they are teaching during the selected date range. Administrative and Classified Staff will report one record from each active District Assignment that has Teacher marked. The FTE for the particular assignment should be entered.



The Staff Assignment Extract editor.

Staff Assignment Extract Logic

All staff employed by the district must have a District Employment record to report. Non-teaching staff report a record for each District Assignment where Teacher is NOT marked. All teaching staff must be linked to a reportable section via Section Staff History to report a record per reportable section. Non-employed or Retired Teaching staff do not need an District Employment and must have a Contract Type of R, RA, or NE marked on their District Assignment.

All Staff must have:

- A Staff State ID.
- An active District Assignment with a value entered in Employment Type and Assignment Code for all or part of the Date Range.
 - "Non-teaching" District Assignments do not have Teacher marked and report one record for each active District Assignment. This District Assignment should have a Type and the actual FTE entered.
- "Teaching" District Assignments have Teacher marked and report a record for each section the individual is teaching within the Date Range. The total FTE of all teaching assignments should be entered in this District Assignment.

Teaching staff report one record per reportable section.

- The teacher must have an active District Assignment linked through the Section Staff History tab.
- The Teaching Role selected on Section Staff History must not be blank or N: Not State Reported.
- Active courses must have a State Code.
- Reportable Sections must:
 - Have at least one student rostered during the reporting range.
 - Be actively scheduled at least one instructional day during the reporting range.
 - If a class is taught as one section spanning two terms only one record reports.
 - If a class is taught in two sections: one section is taught in only the first term & the second section taught in the second term: two records report.
 - If a teacher has multiple sections skinned into one period, a record reports for each section.
 - Be in a Course flagged as Active.
 - Have at least one student (who is not marked State Exclude) with a roster record active at some point within the extract date range.
 - With a Student State ID,
 - Enrolled in a grade level mapped to a State Grade Level of NG, PK, KG, or 01-12.
 - Whose roster record is active at some point within the section's schedule placement.

Special logic applies in addition to the rules above for reporting a Teacher of Record during a Long Term Sub assignment.

- The Teacher of Record must be entered as a Primary Teacher and must remain active on Section Staff History.
- The Long Term Sub must be assigned to the same section as a Teacher with a Role of L: Long Term Substitute.
 - Enter the Start Date of the Long Term Sub assignment.
 - Add an End Date to the Long-Term Substitute through the section Staff History tab once they are no longer actively teaching the class.
- The Primary teacher's assignment record reports an End Date of the first instructional day prior to the Long Term Sub's Start Date, as long as the Long Term Substitute remains actively teaching the class during the reporting date range.
 - The Primary Teacher's End Date reports as blank should the reporting end date either fall prior to the Long Term Substitutes Start Date, or if the reporting end date falls after the Long Term Substitute's End Date.

Report Editor Field Descriptions

Field	Description
Report Type	Select Staff Assignment . The following ISEE extract types are also available: <ul style="list-style-type: none"> • District Calendar • Student Demographics • Student Attendance • Student Course Enrollment • Special Education Students • Gifted and Talented Students • Staff Demographics
Start Date	The earliest date from which data is pulled for the report. <i>(Required)</i>
End Date	The latest date from which data is pulled for the report. <i>(Required)</i>
Report FTE as 0 Assignment Override	FTE field reports as 0 if the value(s) entered in this field matches a Course State Code for the teacher's class assignment being reported. Multiple numeric values can be entered, separated by a comma with no spaces.
Course/Section Ad hoc Filter	Limits records reported to teaching assignment records in a course that matches filter parameters.
Census/Staff Ad hoc Filter	Limits records reported to staff records that match filter parameters.
Format	The format in which the report will generate. Options include CSV (State Format) and HTML.
Batch Queue	Users have the option of submitting a District Calendar report request to the batch queue by clicking Submit to Batch instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Staff Assignment Extract Layout

Column	Description & Format	Campus Location
idStaffId	The employee's unique Idaho Staff Identification Number. <i>Alphanumeric, 10 characters</i>	Census > People > Demographics > Person Identifiers > Staff State ID Person.staffStateID

Column	Description & Format	Campus Location
schoolId	<p>This is the SDE assigned district number in the Idaho Education Directory.</p> <p><i>Numeric, 3 digits</i></p>	<p>System Administration > Resources > School > School Detail > State School Number</p> <p>School.number</p>
contractNo	<p>The number of the contract associated with this assignment. Reports the default value selected in the Attribute Dictionary if available, or as the value selected: 1: First Contract, 2: Second Contract, or 3: Third Contract.</p> <p><i>Numeric, 1 digit</i></p>	<p>Census > People > District Assignments > Contract Number</p> <p>EmploymentAssignment.contractNo</p>
period	<p>A unique identifier of that describes the course section. Reports the concatenated names of all periods in which the section is scheduled, separated by a space.</p> <p><i>Alphanumeric, 15 characters</i></p>	<p>Scheduling > Courses > Course > Section > Section Schedule Placement</p> <p>Period.name</p>
sectionId	<p>Reports the Campus-generated sectionID.</p> <p><i>Numeric, 15 digits</i></p>	<p>Scheduling > Courses > Section > SectionID</p> <p>Section.sectionID</p>
sectionAlias	<p>Reports the concatenated value of Course Name - Section Number</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Scheduling > Courses > Course > Name; Section > Number</p> <p>Course.name Section Number</p>

Column	Description & Format	Campus Location
assignment	<p>The code that best describes the particular teaching, support, and/or administrative position. Reports the State Code for the Course of the teaching assignment. If the record is a Non-Teaching assignment, reports the Assignment Code from the District Assignment.</p> <p><i>Alphanumeric, 5 or 6 digits</i></p>	<p>Scheduling > Courses > Course > State Code; Census > People > District Assignments > Assignment Code</p> <p>Not stored.</p>
teachingRole	<p>For Teachers, the primary role they play in the classroom. See the Teaching Role Code List following this table. For a Non-Teaching Assignment, the default value is blank unless the State Code is a value between 00001 and 29999 or between 50000 and 89999. Then the default value is T.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Scheduling > Courses > Course > Section > Staff History > Role</p> <p>SectionStaffHistory.role OR EmploymentAssignment.assignmentCode</p>
FTE	<p>The full-time equivalent status for this assignment. Reports based on the District Assignment linked on the section Staff History tab.</p> <p>For Non-Teaching Assignments, the full FTE is reported as entered on the linked District Assignment.</p> <p>For Teaching Assignments that are not active on the Last Friday in September, this field is calculated by dividing the FTE value as entered on the linked District Assignment by the total number of sections the teacher is actively teaching during the reporting period that are not active on the Last</p>	<p>Census > People > District Assignment > Employment Assignment Information > FTE of Assignment</p> <p>EmploymentAssignment.fte</p>

Column	Description & Format	Campus Location
	<p>Friday in September. This logic enables Sections not active on the last Friday in September to report the FTE captured on the teacher's linked district assignment, divided by the cumulative number of sections taught.</p> <p>For Teaching Assignments that are active on the Last Friday in September, this field is calculated by dividing the FTE value as entered on the linked District Assignment by the total number of sections the teacher is actively teaching during the reporting period that are active on the Last Friday in September. This logic enables Sections active on the last Friday in September to report the same FTE value through the end of the year.</p> <p>If the Teacher checkbox is marked and no FTE value is entered on the District Assignment, blank/null reports. These records should be corrected by entering a value in the FTE of Assignment. If a value entered in the Report FTE as 0 Assignment Override matches the Course State Code of the course/section being reported, this field reports as 0. These sections are not included in the total number of sections taught.</p> <p><i>Numeric, 5 characters, N.NNN</i></p>	
noncertRate	<p>The employee's rate of pay per hour.</p> <p>This field reports blank.</p>	Does not display.

Column	Description & Format	Campus Location
noncertHours	Enter the number of hours that the employee works each week; e.g., a 40-hour week is reported as 40. This field reports blank.	Does not display.
noncertWeeks	The number of weeks that the employee is scheduled to work during the fiscal year (rounded to the nearest whole week). This field reports blank.	Does not display.
startDate	The start date of the district assignment. For Non-Teaching Assignments, reports the Start Date of the District Assignment. For Teaching Assignments, compares the Section Start Date and the Staff History Start Date and reports the most recent value. <i>Date field, 10 character, MM/DD/YYYY</i>	Census > People > District Assignment > Start Date; System Administration > Calendar > Terms > Start Date; Scheduling > Courses > Section > Staff History > Start Date Calculated, not dynamically stored

Column	Description & Format	Campus Location
endDate	<p>The end date of the district assignment.</p> <p>For Non-Teaching Assignments, reports the End Date of the District Assignment.</p> <p>For Teacher Assignments, compares the Section End Date and the Staff History End Date and reports the oldest value.</p> <p>If the primary teacher taught a section with at least one student during the date range entered and another teacher was assigned to the same section with a role of L: Long Term Substitute, this field reports the earliest date among the following as the Primary Teacher's Staff Assignment End Date:</p> <ul style="list-style-type: none"> • The first instructional day prior to the Long Term Sub's start date. • The Primary teacher's section Staff History End Date. • The last day of the Term in which the reporting section was scheduled. <p><i>Date field, 10 character, MM/DD/YYYY</i></p>	<p>Census > People > District Assignment > End Date; System Administration > Calendar > Terms > End Date; Scheduling > Courses > Section > Staff History > End Date</p> <p>Calculated, not dynamically stored</p>
notes	<p>Any comments or explanatory notes for the data in this record.</p> <p>This field reports blank.</p>	<p>Does not display.</p>

Column	Description & Format	Campus Location
Course Number - Section Number	<p>Reports the Course Number and the Section Number. This field will only report when the HTML format is generated, as this field is meant to aid in data review. This field will not appear in the State Format (CSV).</p> <p><i>Numeric, 15 digits</i></p>	<p>Scheduling > Courses > Course > Number; Courses > Section > Number</p> <p>Course.number Section.number</p>

Teaching Role Code List

Code	Name
P	Proctor
C	Co-Teacher
1	Lead Team Teacher
2	Assisting Teacher
S	Special Education Consultant
L	Long Term Substitute
X	Short Term Substitute
N	Not IURC Reported
T	Teacher of Record

Previous Version
