MOSIS Student Assignment (Missouri)

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The Student Assignment extract is generated two times during the school year, in October and June (for summer school). The extract reports the courses taken by a student during the regular school year or in summer school.

> If a course section has multiple primary teachers associated with it, a record for each teacher who taught that section during the date range entered on the extract editor reports.
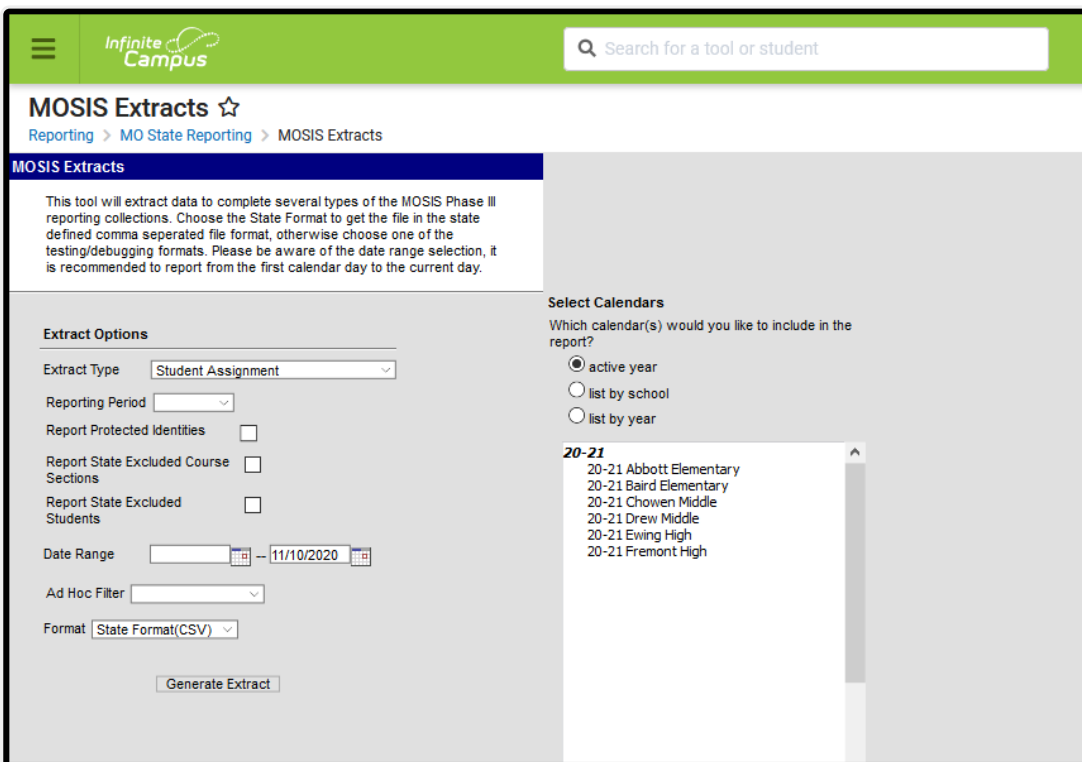
MOSIS Student Assignment Extract

Report Logic

The Student Assignment Extract collects assignments for the entire regular school year in two cycles:

- The October data collection requires one or more records for each student in a given

educator's teaching assignment.

- The June Summer School collected requires one or more records for each student in a given educator's teaching assignment.
- The June collection returns only for those calendars marked as Summer School.

Any course marked as **Exclude from State Reporting** is not included. Any Course Section that has an **Assignment Number** value of 0 is not included.

The educator must have a Teaching Assignment with a Position Code of 60.

This extract returns data on instructional and non-instructional periods for any student enrolled in any course at any time during the reporting period that is also reported in the Course Assignment extract.

Report Editor

The following fields are available for selection on the MOSIS Student Assignment Extract.

Extract Option	Description
Extract Type	Determines the extract that will generate. Selection should be Student Assignment.
Reporting Period	Indicates the section of the school year for which student data is being reported. Each selection contains the same layout, but certain fields may be required in certain extracts, and optional in others.
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
Report State Excluded Course Sections	When marked, course sections where the Assignment Number field on the Course Section editor has a value zero (0), those sections are included in the report, as long as the sections meet all other reporting population logic. Marking this checkbox will also includes courses where the Exclude from State Reporting checkbox are marked on the Course editor.
Report State Excluded Students	When marked, students who meet the report population requirements but their enrollment record is marked as State Exclude report along with all other records. When not marked, students marked as State Exclude on their enrollment record are excluded from the report.
Optional Fields Allowed	When selected, optional fields are included in the extract. These optional fields may be blank depending on the available student data.

Extract Option	Description
Date Range	Entered dates are used to return students enrolled during that time frame. Enter dates in *mmddyy* format or use the calendar icon to choose a date.
Ad hoc Filter	Selection includes only those students included in the filter.
Format	Determines how the extract will generate. Use the State Format (CSV) when submitting the final data to MOSIS. Use the other available formats (HTML, Tab Delimited, XML) for data review and testing.
Calendar	Selected calendar indicates which students will be included in the report. Multiple calendars can be selected at one time; it is recommended that all calendars in a district not be selected as this will increase the amount of time it takes to generate the extract. The calendar chosen in the Campus toolbar is already selected.
Generate Extract	Displays the selected calendar information and extract immediately for data review and printing purposes in one of the selected formats.

Generate the Student Assignment Extract

1. Select the **Student Assignment** report.
2. Select the **Reporting Period**.
3. Mark the **Report Protected Identities** checkbox, if desired.
4. Mark the **Report State Excluded Course Sections**, if desired.
5. Mark the **Report State Excluded Students** checkbox, if desired.
6. Mark the **Optional Fields Allowed** checkbox, if applicable.
7. Enter the **Date Range** for the selected reporting period.
8. Select any applicable **Ad hoc Filters**.
9. Select the **Format** of the extract.
10. Select which **Calendar(s)** to include within the extract.
11. Click the **Generate Extract** button.

Student Assignment - State Format (CSV)

Student Assignment - HTML Format

Student Assignment - Tab Delimited Format

Student Assignment - XML Format

Report Layout

For each reporting period, the elements in this extract are labeled as follows:

- R = Required
- C = Conditional
- O = Optional
- N = Not Allowed

Element Name	Description	Location
Collection Version	Reports a value of 20XXOct1.0StuAssign or 20XXJun1.0SumCrsAssign, depending on the reporting period selected. The June collection uses the start year of the summer school calendar, not the end year. **Reporting Period:** October (R) June (R) *Text, 50 characters*	Data not stored

Element Name	Description	Location
Current School Year	The ending year of the current school year (i.e., 2012 for the 2011-2012 school year). **Reporting Period:** October (R) June (R) *Numeric, 4 digits*	System Administration > Calendar > School Years > School Year Editor > School Year Detail > End Year Calendar.endYear
Reporting District Code	DESE-assigned 6-digit county district code for the reporting district. **Reporting Period:** October (R) June (R) *Alphanumeric, 6 characters*	System Administration > Resources > District Information > State District Number District.number

Element Name	Description	Location
Reporting School Code	DESE-assigned 6-digit school code for the reporting school. Reports the selected code entered on the State Reporting Fields Enrollment editor, if populated. • If not populated, the Reporting School Code on the Course reports. • If the Reporting School field on the Enrollment record is not populated and the Reporting School Code on the Course is not populated, the Calendar Type is used to determine the reported value. If the Calendar Type Code is AP: Alternative Program School, all students enrolled in that calendar report the value entered in the Residing School field on the State Reporting Enrollment editor. • If the Reporting School field is not populated and the Calendar Type is not AP, the School Organization Type is used. When the School Organization Type Code is AP: Alternative Program School, all students enrolled in that school report the value entered in the Residing School field on the State Reporting Enrollment editor. • If the Reporting School field is not populated and the Calendar Type is not AP and the School Organization Type is not AP, the Reporting School reports from the State School Number. **Reporting Period:** October (R) June (R) *Numeric, 4 digits*	Student Information > General > Enrollments > State Reporting Fields > Reporting School; Residing School Enrollment.reportingSchool Enrollment.residingSchool Scheduling > Courses > Course > Reporting School Code Enrollment.reportingSchool System Administration > Calendar > Calendar > Calendar > Type Calendar.type System Administration > Resources > School > School Org Type; State School Number School.type School.number

Element Name	Description	Location
State ID	State-assigned student identification number. **Reporting Period:** October (R) June (R) *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID
Local Student ID	Local student ID maintained by the district. **Reporting Period:** October (O) June (O) *Alphanumeric, 20 characters*	Census > People > Demographics > Person Identifiers > Local Student ID Person.student Number
Last Name	Legal last name as it appears on the student's birth certificate. When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated. **Reporting Period:** October (O) June (O) *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
First Name	Legal first name as it appears on the student's birth certificate. When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated. **Reporting Period:** October (O) June (O) *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName

Element Name	Description	Location
Middle Name	Legal middle Name as it appears on the birth certificate. When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Middle Name field if populated. **Reporting Period:** October (O) June (O) *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Middle Name Identity.middleName Census > People > Identities > Protected Identity Information > Legal Middle Name Identity.legalMiddleName
Suffix	Generational indication (Jr., III, etc.) part of the name, if any. When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Suffix field if populated. **Reporting Period:** October (O) June (O) *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Suffix Identity.suffix Census > People > Identities > Protected Identity Information > Legal Suffix Identity.legalSuffix
Date of Birth	Student's birth date. **Reporting Period:** October (R) June (R) *Date field, 10 characters (MM/DD/YYYY)*	Census > People > Demographics > Person Information > Date of Birth Identity.birthDate
Student Grade Level	Student's grade level of enrollment at the time data is being submitted. **Reporting Period:** October (C) June (C) *Numeric, 2 digits*	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade

Element Name	Description	Location
Student Gender	Indication of the student being either Male or Female. When the Report Protected Identities checkbox is marked on the report editor, the student's gender reports from the Legal First Name field if populated. **Reporting Period:** October (R) June (O) *Alphabetic, 1 character (M or F)*	Census > People > Demographics > Person Information > Gender Identity.gender Census > People > Identities > Protected Identity Information > Legal Gender Identity.legalGender
Student Race Ethnicity	Indication of the student's race/ethnicity. • H - Hispanic • A - Asian • P - Native Hawaiian or Other Pacific Islander • I - American Indian or Alaskan Native • B - Black or African American • W - White • M - Multiracial **Reporting Period:** October (R) June (O) *Alphabetic, 1 character*	Census > People > Demographics > Person Information > Race/Ethnicity Identity.raceEthnicity

Element Name	Description	Location
Assignment Number	The number used to uniquely identify an instance of educator's course assignment also used to link that course to the records of the students within the course.

A record must exist in the Course Assignment Extract with the same Assignment Number, EDSSN, Current School Year, Reporting District Code, Reporting School Code, Pos Code and CTE Program Type in order to match.

The value reports from the Section Assignment Number field. If that field is not populated, a concatenated value of the course ID plus the section ID reports.

Reporting Period:
October (R)
June (R)

Alphanumeric, 20 characters | Scheduling > Courses > Course > Section > Assignment Number

CustomSection Section.assignmentNumber |

Element Name	Description	Location
Dual Credit Site	Site at which instruction of a college credit course is given. When the Career Center checkbox is marked on the calendar, Dual Credit reports from the Course for ALL students enrolled in courses for the selected calendar. If the Dual Credit field on the Course editor is not populated, a blank value reports. When the Career Center checkbox is not marked on the calendar, Dual Credit reports from the Course editor. The Dual Credit Site field must also be populated on the Course Section. This reports for ALL students enrolled in the Course Section. When the Dual Credit field on the Course is populated and the Dual Credit Site Code Override field on the Roster Batch Edit is populated, that value reports fr ALL students enrolled in the Course Section. The Course Section Dual Credit Site field may or may not be populated. Dual Credit Site must be DIST, COLL or ACC. The Dual Credit Site Override value reports if populated, unless the value entered for a student is equal to the student's Attending District Assignment. Then, this field reports a blank value. If the student does not meet any of these requirements, the value selection on the Course Section editor reports. **Reporting Period:** October (C) June (O) *Numeric, 4 digits*	Scheduling > Courses > Course > Dual Credit Course.pseoType --- Scheduling > Courses > Course > Section > Dual Credit Site Section.serviceDistrict --- Scheduling > Courses > Section > Roster Batch Edit > Dual Credit Site Override Roster.courseCode

Element Name	Description	Location
Receiving Coll District Code	Six digit number and name of the sending district. When the Career Center checkbox is marked on the Calendar, the following logic is used for ALL students enrolled in courses in the calendar: • If the Dual Credit Site Code Override field is populated on the Roster Batch Edit, that code reports. • If the Dual Credit Site Code is not populated on the on the Roster Batch Edit, the Dual Credit Site Code on the Course Section reports. If that value is the same as the student's Attending District (assigned on the Enrollment Record), a blank value reports. When the Career Center checkbox is not marked on the calendar, this field only reports when the Dual Credit field on the Course is DIST, COLL or ACC. • If the Dual Credit Site Code Override field is populated on the Roster Batch Edit, that code reports. • If the Dual Credit Site Code is not populated on the on the Roster Batch Edit, the Dual Credit Site Code on the Course Section reports. If that value is the same as the student's Attending District (assigned on the Enrollment Record), a blank value reports. **Reporting Period:** October (C) June (O) *Numeric, 6 digits*	Scheduling > Courses > Course > Section Editor > Dual Credit Site Section.serviceDistrict Scheduling > Courses > Section > Roster Batch Edit > Dual Credit Site Override Roster.courseCode

Element Name	Description	Location
Sending District Code	Resident district of the student. When the Career Center checkbox is marked on the Calendar, the Sending District reports from the Course editor for ALL students. If the Sending District field is not populated on the Course Editor then it reports from Resident District field on the student's Enrollment record. When the Career Center checkbox is not marked, the Sending District reports when the Course Dual Credit is DIST, COLL, or ACC. If the Sending District field is not populated on the Course, Sending District reports from the student's Resident District field on the student's Enrollment record. **Reporting Period:** October (C) June (O) *Numeric, 6 digits*	Student Information > General > Enrollments > State Reporting Fields > Resident District Enrollment.residentDistrict Scheduling > Courses > Course > Custom Data Elements > Sending District CustomCourse.sendingDistrict

Element Name	Description	Location
Sending School Code	Four digit number of the sending high school. This value reports only when the Sending District Code field is reported. When the Career Center Center checkbox is marked, all students report the sending school from the Sending School field on the Course editor. If not populated, the value reports from the Residing School field on the Enrollment record. When the Career Center checkbox is not marked on the Calendar editor, this field reports from the Sending District field on the Course tab and the Dual Credit field must be DIST, COLL or ACC. If the Sending School field is not populated on the Course Editor, this field reports from Residing School in the Enrollments tab of Student Information. **Reporting Period:** October (C) June (O) *Numeric, 4 digits*	Scheduling > Courses > Course > Sending School Code Course.sendingSchoolCode Student Information > General > Enrollments > State Reporting Fields > Residing School Enrollment.residentSchool Scheduling > Courses > Course > Custom Data Elements > Sending District CustomCourse.sendingDistrict
Educator's Social Security Number	The educator's Social Security number. **Reporting Period:** October (C) June (R) *Alphanumeric, 11 characters (XXX-XX-XXXX)*	Census > People > Demographics > Person Information > Soc Sec Number Identity.ssn

Element Name	Description	Location
Position Code	The Assignment Code of the teacher providing instruction for the course. See the Position Codes table for a list of options. If this field is null, the Assignment Code for the Primary Teacher reports. If both the Position Code field and the Assignment Code field are null, a value of 60 reports. If the code is greater than two digits, the value is truncated to report to the return the first 2 digits only. **Reporting Period:** October (R) June (R) *Numeric, 2 digits*	Census > People > District > Assignments > Employment Assignment Information > Assignment Code Employment.assignmentCode Scheduling > Courses > Course/Section > Section Editor > Position Code
CTE Program Type	Program type of the CTE approved program. **Reporting Period:** October (C) June (O) *Numeric, 4 digits*	Scheduling > Courses > Course > CTE Program Type Course.programType

Element Name	Description	Location
Disadvantaged	Indicates the student being served is considered disadvantaged. • If the student has an active eligibility status of Free or Reduced within the School Year and the date range entered in the extract editor, a value of Y reports. • If a student does not have an eligibility status of Free or Reduced but the Disadvantaged checkbox is marked on the student's enrollment, a value of Y reports. • If the student has an eligibility status of Paid or Non-reimbursable, a value of N reports. • If the Disadvantaged checkbox on the student's enrollment is not marked, a value of N reports. **Reporting Period:** October (C) June (O) *Alphabetic, 1 character (Y or N)*	Student Information > General > Enrollments > State Reporting Fields > Disadvantaged EnrollmentMO.disadvantaged
IEP Disability	The student's most dominant disability reports. **Reporting Period:** October (R) June (O) *Numeric, 2 digits*	Student Information > General > Enrollment > Special Ed Fields > Primary Disability Enrollment.primaryDisability
Adult	Indicates whether a student is considered an adult student taking a special adult program. If the CTE Program Type is reported, this field is required. **Reporting Period:** October (C) June (O) *Numeric, 1 digits*	Student Information > General > Enrollments > State Reporting Fields > CTE Adult EnrollmentMO.adult

Element Name	Description	Location
Local Course Number	Course code that identifies the assignment. October (O) June (O)	Scheduling > Courses > Course > Number Course.number
Local Course Name	Reports the name of the course. **Reporting Period:** October (O) June (O) *Alphanumeric, 12 characters*	Scheduling > Courses > Course > Name Course.name
Local Section Number	Reports the section number of the course. **Reporting Period:** October (O) June (O) *Alphanumeric, 60 characters*	Scheduling > Courses > Course > Section > Number Section.number
Course Number	Reports the state code associated with the course. **Reporting Period:** October (O) June (O) *Alphanumeric, 6 characters*	Scheduling > Courses > Course > State Code Courses.stateCode