Staff File (F) Extract

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PATH: *WA State Reporting > Staff File (F)*

The Staff (File F) Extract gathers data for all district staff attached to a course in the current school year.
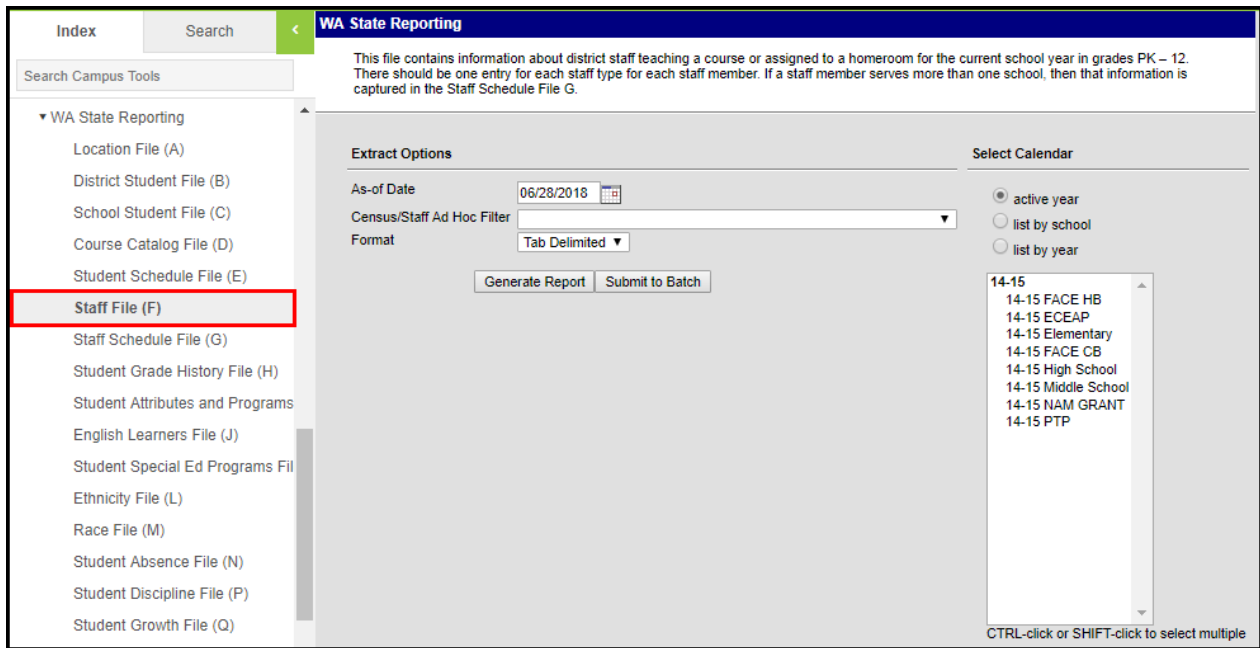

Image 1: WA Staff File (F)

Report Logic

One record reports for each staff member per unique section assignment. Long Term substitutes report if they are added as a Teacher or Primary Teacher via section Staff History with the active linked assignment selected & the start and end dates entered reflecting the days they actively taught the class.

- Staff must be linked to the section via Staff History with the correlating active District Assignment selected.
- Section must have been active at least one day on/between calendar start date to As-of-Date selected on the extract editor
- Section Staff History record must have been active at least one day on/between calendar start date to As-of-Date selected on the extract editor.

Generating the Extract

1. Input the **As of Date** field by clicking on the field and typing in the date or clicking on the calendar icon and selecting the date.

2. Select which **Grades** will be included in the report OR
3. Choose an **Ad Hoc Filter**.
4. Select a **Format** in which the report will generate from the dropdown options. Available formats include: Tab Delimited, CSV, and HTML.
5. Select the **Calendars** to include in this report.

6. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting 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. The generated extract is available in the Process Inbox. For more information about submitting a report to the batch queue, see the Batch Queue article.

Only the header row will report if there are no records reported in the extract.
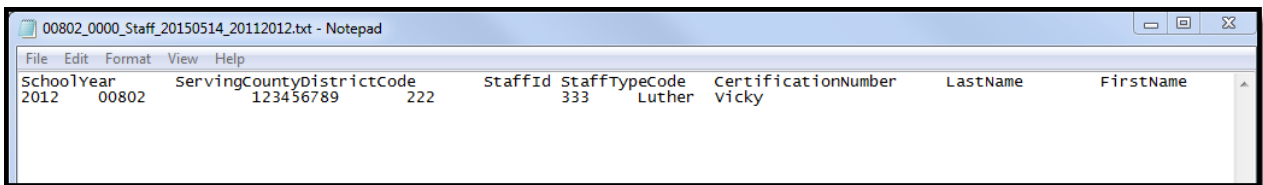
Extract Examples

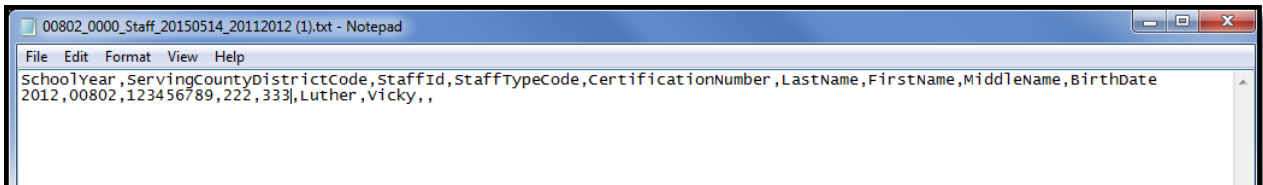*Image 2: WA Staff File (F) - Tab Delimited Example*

Image 3: WA Staff File (F) - CSV Example

Extract Records:1								
SchoolYear	ServingCountyDistrictCode	StaffId	StaffTypeCode	CertificationNumber	LastName	FirstName	MiddleName	BirthDate
2012	00802	12345	222	333	Luther	Vicky		

Image 4: WA Staff File (F) - HTML Example

Report Layout

Element	Description	Type, Format, and Length	Campus Database	Campus Location
School Year	The four digit year in which the current school year ends.	Date Field, 4 characters YYYY	Calendar.endDate	System Administration > Calendar > Calendar > End Date
Serving County District Code	The unique serving county district code for the district submitting the data. If the Serving School from the enrollment record is null, the State District Number reports.	Alphanumeric, 5 characters	Enrollment. servingDistrict	Student Information > General > Enrollments > General Enrollment Information > Serving District
Staff ID	The state assigned staff identifier.	Alphanumeric, 20 characters	Employment.districtID	Census > People > Demographics > Person Identifiers > Staff State ID
Staff Type Code	The staff member's district assignment title. Reports the code.	Alphanumeric, 8 characters	EmploymentAssignment. title	Census > People > District Assignments > Employment Assignment Information > Title
Certification Number	The staff member's employment license number.	Alphanumeric, 7 characters	Employment. licenseNumber	Census > People > District Employment > Employment Information > License Number

Element	Description	Type, Format, and Length	Campus Database	Campus Location
Last Name	Reports the staff member's last name from the active identity on the As-of Date. Logic is as follows: • If Legal Last Name is not null, the Legal Last Name is reported. • If Legal Last Name is null, Last Name is reported.	Alphanumeric, 60 characters	Identity.lastName Identity.legalLastName	Census > People > Identities > Identity Information > Last Name Census > People > Identities > Identity > Protected Identity Information > Legal Last Name
First Name	Reports the staff member's first name from the active identity on the As-of Date. Logic is as follows: • If Legal First Name is not null, the Legal First Name is reported. • If Legal First Name is null, First Name is reported.	Alphanumeric, 60 characters	Identity.firstName Identity.legalFirstName	Census > People > Identities > Identity Info > First Name Census > People > Identities > Identity > Protected Identity Information > Legal First Name

Element	Description	Type, Format, and Length	Campus Database	Campus Location
Middle Name	Reports the staff member's middle name from the active identity on the As-of Date. Logic is as follows: • If Legal Middle Name is not null, the Legal Middle Name is reported. • If Legal Middle Name is null, Middle Name is reported.	Alphanumeric, 60 characters	Identity.middleName Identity.legalMiddleName	Census > People > Identities > Identity Info > Middle Name Census > People > Identities > Identity > Protected Identity Information > Legal Middle Name
Birth Date	The staff member's birthday.	Date Field, 10 characters MM/DD/YYYY	Identity.birthDate	Census > People > Identities > Identity Info > Birth Date