

## 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.

Index	Search <	WA State Reporting				
Search Campus To	pols	This file contains information about district staff teaching a course or assigned to a homeroom for the current school year in grades PK – 12. There should be one entry for each staff type for each staff member. If a staff member serves more than one school, then that information is captured in the Staff Schedule File G.				
▼ WA State Rep	porting	·				
Location F	File (A)	Extract Options	Select Calendar			
District Stu	udent File (B)	As-of Date 06/28/2018				
School Stu	udent File (C)	Census/Staff Ad Hoc Filter	active year      Ist by school			
Course Ca	atalog File (D)	Format Tab Delimited V	◯ list by year			
Student S	chedule File (E)	Generate Report Submit to Batch	14-15			
Staff File	(F)		14-15 FACE HB 14-15 ECEAP			
Staff Sche	edule File (G)		14-15 Elementary 14-15 FACE CB			
Student G	irade History File (H)		14-15 High School 14-15 Middle School			
Student At	ttributes and Programs		14-15 NAM GRANT 14-15 PTP			
English Le	earners File (J)		14-15 PTP			
Student S	pecial Ed Programs Fil					
Ethnicity F	File (L)					
Race File	(M)					
Student A	bsence File (N)					
Student D	iscipline File (P)					
Student G	rowth File (Q)		CTRL-click or SHIFT-click to select multiple			

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**

00802_0000_Staff_20150514_20112012.txt - Notepad						X
File Edit Format	View Help					
SchoolYear 2012 00802	ServingCountyDistrictCode 123456789 222	StaffId StaffTypeCode 333 Luther	CertificationNumber Vicky	LastName	FirstName	*

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

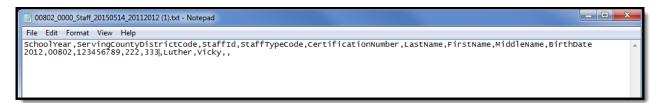


Image 3: WA Staff File (F) - CSV Example

Extract Records:1								
SchoolYear	ServingCountyDistrictCode	StaffId	<b>StaffTypeCode</b>	CertificationNumber	LastName	FirstName	MiddleName	BirthDate
2012	00802	12345		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			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	<ul> <li>Reports the staff member's last name from the active identity on the As-of Date.</li> <li>Logic is as follows: <ul> <li>If Legal Last Name is not null, the Legal Last Name is reported.</li> <li>If Legal Last Name is null, Last Name is reported.</li> </ul> </li> </ul>	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	<ul> <li>Reports the staff member's first name from the active identity on the As-of Date.</li> <li>Logic is as follows: <ul> <li>If Legal First Name is not null, the Legal First Name is reported.</li> <li>If Legal First Name is null, First Name is reported.</li> </ul> </li> </ul>	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