Positions and Exits Collections (Virginia) [.2231 - .2235]

Last Modified on 10/22/2022 10:55 am CDT

Report Logic | Report Editor Fields | Generate the Collection | Collection Layout | Example

Classic View: VA State Reporting > Positions and Exits Collection

Search Terms: Positions and Exits

The Positions and Exits Collection is used to collect data regarding staff shortages by position and geographic region, measure growth and decline of required staffing levels, and evaluate the reasons licensed personnel leave the field.

Positions and Exits Collection Editor

Report Logic

Extract Type	Logic
Fall	When selected, the A, B, D Records options display.
EOY	When selected, the A, B, C Records options display.

Report Population

- Staff report on the collection when their District Assignment's Employment Assignment Information's Title selection has Standard Code populated in the attribute dictionary.
- A staff record is generated for each unique Title Standard Code, Adult Ed, Special Ed and EL

combination. Up to 4 record can report for each position code combination.

- When the Extract Type = EOY, staff only report if the License Number on their District Employment is populated.

B Record Report Population

- Staff report on the collection when their District Assignment Title is populated, and the District Employment End Date is blank on or before the Effective Date of the report generation date AND on or after the Calendar Start Date.
- A record is generated for each unique Title Standard Code with the Adult Ed Only, OR English Learning Only, OR Special Ed checkbox marked on the staff member's District Assignment. A staff member with all three of these checkboxes marked will report as three separate records. An additional record may generate when the position has none of the above checkboxes marked.
- Staff with a Title Standard Code of 89: Bus Driver report on the D Record.

C Record Report Population

- Staff report on the collection when their District Assignment Title is populated, and the District Employment End Date is blank on or before the Effective Date of the report generation date AND on or after the Calendar Start Date.
- Staff with a Title Standard Code of 89: Bus Driver report on the D Record.

D Record Report Population

- Staff report on the collection when their District Assignment Title Standard Code is 89: Bus Driver, and the District Employment End Date is blank on or before the Effective Date of the report generation date AND on or after the Calendar Start Date.

Report Editor Fields

Field	Description
Effective Date	The date for which information in the report is active or valid.
Extract Type	The extract type. Options include: Fall or EOY
Records Checkboxes	Indicates which type of record reports on the collection. Options include: • A Records - Header • B Records - Positions, Unfilled & Exit • C Records - Reasons for Exits • D Records - Bus Drivers
Format	The format in which the report will generate. Options are CSV, Tab Delimited and HTML.
Calendar(s)	The calendar(s) from which data will be pulled.

Field	Description
Generate Extract Submit to Batch	Users have the option of submitting the report to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows 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.

Generate the Collection

1. Enter an **Effective Date**.
2. Select an **Extract Type** from the dropdown, either Fall or EOY.
3. Select which records to include in the collection by marking or unmarking the **Records** checkboxes.
4. Select the **Format** for report generation.
5. Select which **Calendar(s)** to include in the report.
6. Click **Generate Extract** or **Submit to Batch**.

Collection Layout

File Header | A Records - Header | B Records - Positions, Unfilled & Exits | C Records - Reasons for Exits | D Records - Bus Drivers | Footer Records

File Header

Data Element	Description	Location
SenderID	The State District Number. *Numeric, 3 digits*	System Administration > Resources > District Information > State District Number
CreateDate	The date the report was generated. *MM/DD/YYYY*	N/A
CreateTime	The time the report was generated. *HH:MM:SS*	N/A
Email	Report a blank value of Email=.	N/A
"Two Tildes"	Reports "~~"	N/A
DATATYPE	Reports "<PEC>"	N/A
"One Tilde"	Reports "~"	N/A

A Records - Header

Data Element	Description	Location
Record Type	Reports "A". *Alphanumeric, 1 character*	N/A
File Submission Type	Reports "1" when report generation reporting period = Fall. Reports "3" when report generation reporting period = EOY. *Numeric, 1 digit*	N/A
Beginning School Year	The school year. *Numeric, 4 digits (YYYY)*	N/A
Division Number	The 3 digit State District Number. If the number is less than 3 digits, leading zeros are added. *Numeric, 3 digits*	System Administration > Resources > District Information > State District Number

B Records - Positions, Unfilled & Exits

Data Element	Description	Location
Record Type	Reports as "B".	N/A
Division Number	The state-assigned District Number. *Numeric, 4 digits*	System Administration > Resources > District Information > State District Number
School/Center Code	The state-assigned School number. *Numeric, 4 digits*	System Administration > Resources > School > State School Number
Level Code	The code indicating if the position is assigned to only one school or central office. Reports as "SCH". *Alphanumeric, 3 characters.*	N/A
Position Code	The standard code from the District Assignment title. *Numeric, 4 digits*	Census > People > District Assignment > Title

Data Element	Description	Location
Adult Education Flag	Indicates if the staff member is marked as an Adult educator. This field reports as N if field 7 (English Learner Flag) or field 8 (Special Ed Education Flag) = Y. *Alphanumeric, 1 character (Y or N)*	Census > People > District Assignment > Adult Ed Only
English Learner Flag	Indicates if the staff member is marked as an English Learner educator. This field reports as N if field 6 (Adult Education Flag) or field 8 (Special Ed Education Flag) = Y. *Alphanumeric, 1 character (Y or N)*	Census > People > District Assignment > English Learning Only
Special Education Flag	Indicates if the staff member is marked as working solely with students with disabilities as defined by IDEA. This field reports as N if field 6 (Adult Education Flag) or field 7 (English Learner Flag) = Y. *Alphanumeric, 1 character (Y or N)*	Census > People > District Assignment > Special Ed
Positions by FTE	The number of Positions by FTE, including all positions held by school-level and division-level personnel, both licensed and unlicensed. **Logic:** this reports blank when Extract Type = EOY. *Numeric, 7 digits*	Calculated from Census > People > District Assignment > FTE of Assignment

Data Element	Description	Location
Unfilled Positions by FTE	The number of positions by FTE that were unfilled. Unfilled positions only include those positions that were advertised as available but no one qualified was hired. If the duties of the position were given to an existing employee in lieu of hiring a new employee, the position is included in this count. **Logic:** this reports 0.00 when Extract Type = EOY and Fall. *Numeric, 7 digits*	N/A
Exits by FTE	The number of positions that were vacated by licensed employees after their contract was signed for the current school year. **Logic:** this reports blank when Extract Type = EOY. *Numeric, 7 digits*	Calculated from Census > People > District Employment > End Date
Filler	Reports as blank.	N/A
Filler	Reports as blank.	N/A
Filler	Reports as blank.	N/A

C Records - Reasons for Exits

Data Element	Description	Location
Record Type	Reports as "C".	N/A

Data Element	Description	Location
Position Type	A code to identify if the exiter is a teacher, administrator or other licensed personnel. • Repots as TCH when the position code is 1-83. • Reports as ADMIN when the position code is 84 -88, 90-92, 94-100, 102-113 (except 89, 93, 101 or 114 - 135). • Reports as OTHER when the position code is 114-135 or 89 or 93 or 101. *Alphanumeric, 5 characters*	Census > People > District Assignment > Title
Gender Code	The gender code of the staff member. *Alphanumeric, 1 character*	Census > People > Demographics > Gender
Ethnic Flag	The ethnicity of the staff member. Reports as Y when the Hispanic/Latino field is marked a Y on the Demographics tool. Otherwise, N or blank reports. *Alphanumeric, 1 character*	Census > People > Demographics > Hispanic/Latino
Race Code	The code associated with the staff member's race. *Numeric, 2 digits*	Census > People > Demographics > Race/Ethnicity
Primary Reason for Leaving	The Primary Reason (code) the employee left employment with the school division. *Numeric, 1 digit*	Census > People > District Employment > Primary Reason for Leaving
Secondary Reason for Leaving	The Secondary Reason (code) the employee left employment with the school division. *Numeric, 1 digit*	Census > People > District Employment > Secondary Reason for Leaving

Data Element	Description	Location
Tertiary Reason for Leaving	The Tertiary Reason (code) the employee left employment with the school division. *Numeric, 1 digit*	Census > People > District Employment > Tertiary Reason for Leaving
Filler	Reports as blank.	N/A
Filler	Reports as blank.	N/A
Filler	Reports as blank.	N/A

D Records - Bus Drivers

Data Element	Description	Location
Record Type	Reports as "D".	N/A
Division Number	The state-assigned District Number. *Numeric, 4 digits*	System Administration > Resources > District Information > State District Number
School/Center Code	The state-assigned School Number. *Numeric, 4 digits*	System Administration > Resources >School > State School Number
Level Code	A code to indicate if the position is assigned to only one school or central office. Reports as "SCH". *Alphanumeric, 3 characters*	Census > People > District Assignment
Position Code	Reports as 89. *Numeric, 4 digits*	Census > People > District Assignment > Title = 89.
Adult Education Flag	Indicates if the staff member is marked as an Adult educator. This field reports as N if field 7 (English Learner Flag) or field 8 (Special Ed Education Flag) = Y. *Alphanumeric, 1 character (Y or N)*	Census > People > District Assignment > Adult Ed Only

Data Element	Description	Location
English Learner Flag	Indicates if the staff member is marked as an English Learner educator. This field reports as N if field 6 (Adult Education Flag) or field 8 (Special Ed Education Flag) = Y. *Alphanumeric, 1 character (Y or N)*	Census > People > District Assignment > English Learning Only
Special Education Flag	Indicates if the staff member is marked as working solely with students with disabilities as defined by IDEA. This field reports as N if field 6 (Adult Education Flag) or field 7 (English Learner Flag) = Y. *Alphanumeric, 1 character (Y or N)*	Census > People > District Assignment > Special Ed
Count of FT	The number of full-time Bus Driver employees. *Numeric, 7 digits*	Calculated from Census > People > District Assignment > FTE of Assignment
Count of PT	The number of part-time Bus Driver employees. *Numeric, 7 digits*	Calculated from Census > People > District Assignment > FTE of Assignment
Count of Unfilled FT	The number of unfilled full-time employees by position (currently this is ONLY for Bus Drivers).	
Count of Unfilled PT	The number of unfilled part-time employees by position (currently this is ONLY for Bus Drivers).	
Filler 1	Reports as blank.	
Filler 2	Reports as blank.	
Filler 3	Reports as blank.	

Footer Records

Reports the total record count.

Example

PEC A Records:1

RecordType	FileSubmissionType	BeginningSchoolYear	DivisionNumber
A	1	2021	008

PEC B Records:3

recordType	divisionNumber	schoolCenterCode	levelCode	positionCode	AdultEducationFlag	EnglishLearnerFlag	SpecialEducationFlag	positionsByFTE	UnfilledPositionsByFTE	ExitsByFTE	Filler1	Filler2	Filler3
B	008	0680	SCH	60	N	N	N	33.50		0.00			
B	008	0680	SCH	60	N	N	Y	5.00		1.00			
B	008	0680	SCH	60	Y	N	N	1.00		0.00			

PEC D Records:1

recordType	divisionNumber	schoolCenterCode	levelCode	positionCode	AdultEducationFlag	EnglishLearnerFlag	SpecialEducationFlag	countOfFT	countOfPT	countOfUnfilledFT	countOfUnfilledPT	Filler1	Filler2
D	008	0680	SCH	89	N	N	N	0	17				

PEC Footer Records:1

totalRecords
RecordCount=5

Collection Example, Fall Extract Type, HTML Format

Previous Versions

Positions and Exits Collections (Virginia) [.2223 -.2227]

Positions and Exits Collections (Virginia) [.2215 - .2219]