

Class Roster (Oregon)

Last Modified on 03/11/2024 8:47 am CDT

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Tool Search: Class Roster

The Class Roster report collects information for all students who were scheduled into instructional classes in grades K-12 at any time during the entered date range. Students must have a Student State ID and be scheduled into the class for a minimum of 10 consecutive instructional days to report.

Class Roster ☆

Reporting > OR State Reporting > Class Roster

Instructions +

Set Up +

Report Options -

Start Date *

07/01/2023

End Date *

06/30/2024

Include partial SSN

Exclude Cross-Site Data

Ad Hoc Filter

No Filter

Output Options -

Report Processing

Generate Now

Submit to Batch Queue

Format Type

HTML

CSV

Generate

Class Roster Editor

Read - View, select options and generate the Class Roster Report.

Write - N/A

Add - N/A

Delete - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

This report might look different to some of the other available Oregon reports. Product-wide initiatives are being made throughout the product to improve technology and increase accessibility.

Report Logic

The Class Roster Collection uses information from the Instructional Unit Identifier (IUID), Unique Staff Identifier (USID) and the Secure Student Identifier (SSID) Collections. This means the IUID, SSID, and USID extracts must have successfully been submitted to the Department of Education prior to the Class Roster Submission.

This report links teachers and students with instructional courses and identifies which students and courses are taught by each teacher.

One record per reportable section that has at least one reportable teacher per reportable student/roster reports.

- All students **MUST** have an SSID number and their SSID record must be updated for the current reporting year.
- All Staff **MUST** have a USID number and their USID record must be updated for the current reporting year
- Institutions must submit the sections needed for Staff Assignment to the IUID Collection prior to submitting Staff Assignment data.

Section Roster records do NOT report when:

- The school is marked as **Exclude**.
- The calendar is marked **Exclude**.
- Enrollments are marked as **No Show** or **State Exclude**.
- Students are enrolled in a grade level that is marked as **Exclude**.
- Course Sections are marked as **Exclude from State Reporting**.
- District Assignment records are marked as **Exclude**.

Course Sections must have the following in order to report:

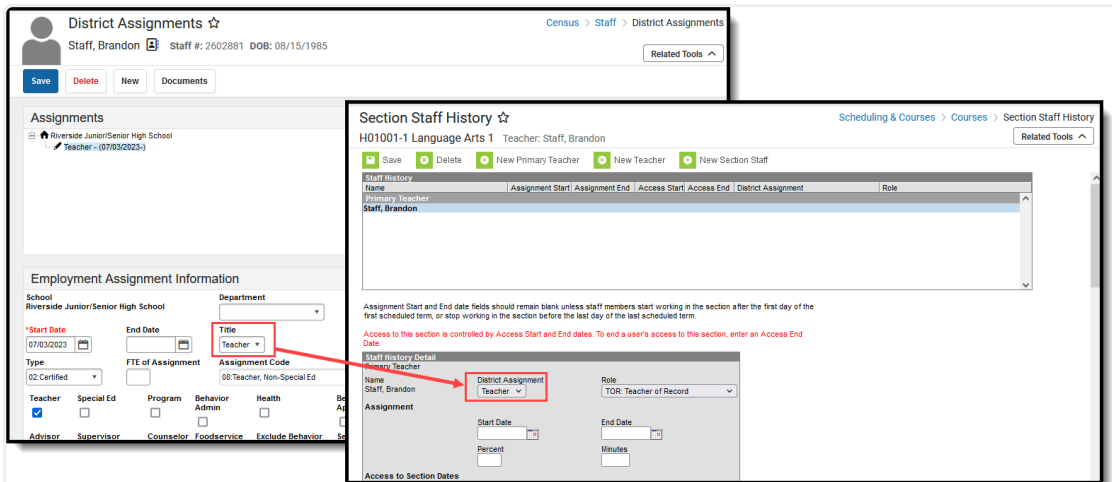
- Instructional Unit ID is assigned to the section.
- SCED Subject Area and SCED Identifier need to be assigned to the Course.
- At least one student scheduled into it on at least one date within the reporting range.
- Be active on at least one date during the reporting range in which the student is scheduled.
- The Course of the section must be marked Active.
- Meets in an instructional period.
- Meets for more than 10 days.

Courses assigned a Class Type (special Code) of the following DO NOT report:

- PKC (Pre-kindergarten Course)
- CCC (Community College Course)
- COLL (College Course)
- UNIV (University Course)
- NON (Non-instructional Course)

Students must be assigned a State Student ID (SSID) AND be scheduled for at least 10 consecutive instructional days during the school year in order to report. When students withdraw from a class and then re-enroll in the same class report with one record for each 10 instructional days or more period of enrollment.

Teachers must have a Staff State ID (USID) AND have an active District Assignment selected on the Section Staff History record with a Role that is NOT NSR (Not State Reported).



The screenshot shows two overlapping windows. The background window is 'District Assignments' for 'Staff, Brandon' (Staff #: 2602881, DOB: 08/15/1985). It has tabs for 'Save', 'Delete', 'New', and 'Documents'. The 'Assignments' section shows 'Riverside Junior/Senior High School' and 'Teacher: (07/03/2023)'. The 'Employment Assignment Information' section has fields for 'School', 'Department', 'Title' (with a dropdown menu), 'Start Date', 'End Date', 'Type', 'FTE of Assignment', 'Assignment Code', and checkboxes for 'Teacher', 'Special Ed', 'Program Admin', 'Behavior', 'Health', 'Advisor', 'Supervisor', 'Counselor', and 'Foodservice'. The foreground window is 'Section Staff History' for 'H01001-1 Language Arts 1' with 'Teacher: Staff, Brandon'. It has tabs for 'Save', 'Delete', 'New Primary Teacher', 'New Teacher', and 'New Section Staff'. It shows a table with columns: 'Name', 'Assignment Start', 'Assignment End', 'Access Start', 'Access End', 'District Assignment', and 'Role'. Below the table, there's a 'Staff History Detail' section with a 'District Assignment' dropdown menu, a 'Role' dropdown menu, and fields for 'Start Date', 'End Date', 'Percent', and 'Minutes'. A red box highlights the 'Title' field in the 'District Assignments' window, and a red arrow points from it to the 'District Assignment' dropdown in the 'Section Staff History' window.

District Assignment Title Field Populates the District Assignment Field on the Section Staff History Record

Report Editor

Data Element	Description
Setup	
Search Calendars	Search field to narrow the list of calendars to select. Use the Expand All/Collapse All. Place a checkbox next to the desired school and calendars.
Show Active Year Only	When set to ON, only those calendars for the current school year are available for selection. When set to OFF, all calendars from all school years are available for selection.
Report Options	
Start Date	Entered date reflects the start of the reporting range in which data reports. This field defaults to July 01 of the school start year.
End Date	Entered date reflects the end of the reporting range in which data reports. This field defaults to June 30 of the school end year.
Include Partial SSN	When marked, the last four fields of the student's and staff person's Social Security number are included in the report when the Social Security number is available on the staff person's Demographic record.
Exclude Cross-Site Data	When marked, staff information for Cross-Site Enrollment courses is not included in the report. Cross-Site Enrollment is a new tool coming soon. Watch the Cross-Site Enrollment video for more information.

Data Element	Description
Ad hoc Filter	Select which students to include in the extract by choosing a filter that was created in the Filter Designer. Only those students included in the filter are included in the report.
Output Options	
Report Processing	To generate the report immediately, select Generate Now option. To choose when the report generates, use the Submit to Batch option. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the Batch Queue article for more information.
Format Type	Determines in which format the report generates - CSV or HTML.

Generate the Report

1. Search for and select the desired **Calendars**.
2. Enter the desired **Start and End Dates**.
3. Mark the **Include Partial SSN** to include Social Security numbers in the report.
4. Mark the **Exclude Cross-Site Data** to ignore all Cross-Site Enrollment Courses.
5. Choose an **Ad hoc Filter** to return just the course and staff information included in the selected filter.
6. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
7. Select the desired **Format Type**.
8. Click **Generate**. The report displays in the selected format.

Class Roster Records:45

ChkDigit	InstretUnitID	DistInstID	SchlInstID	SchlSecID	SchlCrSID	CrsCd	CrsBeginDt	ChkDigitStdtID	DistStdtID	StdtSSN	StdtLgLnNm	StdtBirth
0000003461		0000002147	0000000820	3461	1225	022001	08282023	00123456789	5128	0000	Student	07202011
0000003461		0000002147	0000000820	3461	1225	022001	08282023	00234567890	3935	0000	Student	11022009
0000003461		0000002147	0000000820	3461	1225	022001	08282023	00345678901	2969	0000	Student	03022010
0000002775		0000002147	0000000820	2775	1223	022005	08282023	00456789012	1944	0000	Student	07132010
0000002775		0000002147	0000000820	2775	1223	022005	08282023	00567890123	1620	0000	Student	01242010
0000002674		0000002147	0000000820	2674	1206	000000	08282023	00678901234	964	0000	Student	06092006

Class Roster Report - HTML Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	ChkDigit	DistInstID	SchlInstID	SchlSecID	SchlCrSID	CrsCd	CrsBeginDt	ChkDigitStdtID	DistStdtID	StdtSSN	StdtLgLnNm	StdtBirth	StdtGndr	ChkDigitS	EmplyrSta	StfSSN	StfLnNm	StfBirth
2	0000003461	0000002147	0000000820	3461	1225	022001	08282023	00123456789	5128	0000	Student	07202011	F	000087600	8685	0000	Staff	061019
3	0000003461	0000002147	0000000820	3461	1225	022001	08282023	00234567890	3935	0000	Student	11022009	F	000087600	8685	0000	Staff	061019
4	0000003461	0000002147	0000000820	3461	1225	022001	08282023	00345678901	2969	0000	Student	03022010	M	000087600	8685	0000	Staff	061019
5	0000002775	0000002147	0000000820	2775	1223	022005	08282023	00456789012	1944	0000	Student	07132010	M	000087600	8685	0000	Staff	061019
6	0000002775	0000002147	0000000820	2775	1223	022005	08282023	00567890123	1620	0000	Student	01242010	F	000087600	8685	0000	Staff	061019
7	0000002674	0000002147	0000000820	2674	1206	000000	08282023	00678901234	964	0000	Student	06092006	M	000087600	8685	0000	Staff	061019

Class Roster Report - CSV Format

Report Layout

Data Element	Description	Location
ChkDigitInstrctUnitID	Check Digit Instructional Unit ID Reports the Instructional Unit ID number entered on the Course Section. When the value is less than 10 digits, zeros are added at the front of the number to get to 10 digits. <i>Numeric, 10 digits</i>	Section Information > Instructional Unit ID Section.stateCode
DistInstID	District Institution Identifier Reports the State District Number. <i>Numeric, 10 digits</i>	District Information > State District Number District.number
SchlInstID	School Institution Identifier Reports the State School Number. <i>Numeric, 10 digits</i>	School Information > State School Number School.stateNumber
SchlSectID	School Section Identifier Reports the sectionID assigned by Campus. <i>Numeric, 30 digits</i>	Section Information > Section ID Section.sectionID
SchlCrSID	School Course Identifier Reports the courseID assigned by Campus. <i>Numeric, 30 digits</i>	Course Information > Course ID Course.courseID
CrsCd	Course Code Reports the concatenated value of the SCED Subject Area plus SCED Identifier. When the combined value is NOT six digits, additional zeros are added to the front of the number. <i>Numeric, 6 digits</i>	Course Information > NCES Data > SCED Subject Area, SCED Identifier Course.scedSubjectArea Course.scedCourseID
CrsBeginDtTxt	Course Begin Date Reports the first Instructional Date of the first term in which the course section is scheduled. <i>Date field, MMDDYYYY (8 digits)</i>	Section Information > Section Schedule Placement SectionPlacement.termID <hr/> Term Setup > Terms Term.startDate
ChkDigitStdntID	Secure Student Identifier (SSID) Lists the student's state-issued identification number. <i>Numeric, 10 digits</i>	Demographics > Person Identifiers > Student State ID Person.stateID

Data Element	Description	Location
DistStdntID	District Student Identifier Lists the student's district-issued identification number. <i>Numeric, 10 digits</i>	Demographics > Person Identifiers > Local Student Number Person.studentNumber
StdntSSN	Student Partial Social Security Number Reports the last four digits of the student's Social Security number ONLY when the Include Partial SSN checkbox is marked on the Report Editor. <i>Numeric, 4 digits</i>	Identities > Identity Information > Social Security Number Identity.ssn
StdntLglLNm	Student Legal Last Name Reports the student's legal last name. When the Legal Last Name field is not populated, information reports from the Last Name field. <i>Alphanumeric, 50 characters</i>	Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
StdntBirthDtTxt	Student Birth Date Reports the student's date of birth. <i>Date field, 8 digits (MMDDYYYY)</i>	Demographics > Person Information > Birth Date Identity.birthDate
StdntGndr	Student Gender Reports the student's Legal Gender as either Male (M), Female (F) or Non-Binary (X). When the Legal Gender field is not populated, information reports from the Gender field. <i>Alphanumeric, 1 character (M, F, X)</i>	Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legalGender <hr/> Demographics > Person Information > Gender Identity.Gender

Data Element	Description	Location
ChkDigitStfID	<p>Unique Staff Identifier</p> <p>Lists the staff person's state-issued identification number.</p> <ul style="list-style-type: none"> • When only one teacher is linked to the class (section) of record via Section Staff History, that teacher's Staff State ID reports. • When more than one teacher is linked to the class (section) of record via Section Staff History, the Staff State ID reports based on this hierarchy: <ul style="list-style-type: none"> ◦ Teacher where Role = TOR (Teacher of Record) ◦ Teacher where Role = TMT (Team Teacher) ◦ Teacher where Role = COL (College Instr/Prof) ◦ Teacher where Role = LTS, (Long Term Sub) ◦ Teacher where Role = STU (Student Teacher) ◦ Teacher where Role = STS (Short Term Sub) <ul style="list-style-type: none"> ▪ When more than one teacher has the same Role , the Teacher that is active on the extract editor end date based on schedule placement reports. <ul style="list-style-type: none"> ▪ When more than one teachers are active on that date, reports first entered. <p><i>Numeric, 10 digits</i></p>	Demographics > Person Identifiers > Staff State ID Person.staffStateID

Data Element	Description	Location
EmplyrStaffID	Employer Staff Identifier Reports the Person ID of the staff (teacher) reported in the previous field. This is the same value that reports on the USID Extract. <i>Numeric, 10 digits</i>	Demographics > Person Information > Person ID Person.personID
StfSSN	Teacher Partial Social Security Number Reports the last four digits of the staff person's Social Security number ONLY when the Include Partial SSN checkbox is marked on the Report Editor. <i>Numeric, 4 digits</i>	Identities > Identity Information > Social Security Number Identity.ssn
StfLNm	Staff Last Name Reports the staff person's legal last name. When the Legal Last Name field is not populated, information reports from the Last Name field. <i>Alphanumeric, 50 characters</i>	Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
StfBirthDtTxt	Staff Birth Date Reports the staff person's date of birth. <i>Date field, 8 digits (MMDDYYYY)</i>	Demographics > Person Information > Birth Date Identity.birthDate
StfGndr	Staff Gender Reports the student's Legal Gender as either Male (M), Female (F) or Non-Binary (X). When the Legal Gender field is not populated, information reports from the Gender field. <i>Alphanumeric, 1 character (M, F, X)</i>	Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legalGender Demographics > Person Information > Gender Identity.Gender

Data Element	Description	Location
PstnCd	Position Code Reports the Type assigned on the staff person's District Assignment selected on the Section Staff History record. <i>Numeric, 2 digits</i>	District Assignments > Type EmploymentAssignment.type
StdntStrtDtTxt	Student Start Date Reports the first instructional date the student was actively scheduled into that course. When the student's start date falls on a non-instructional date, the first instructional date after the student's start date reports. <i>Date field, 8 digits (MMDDYYYY)</i>	Section Roster > Start Date Roster.startDate
StdntEndDtTxt	Student End Date Reports the last instructional date the student was actively scheduled into that course. When the student's end date falls on a non-instructional date, the last instructional date prior to the student's end date reports. <i>Date field, 8 digits (MMDDYYYY)</i>	Section Roster > End Date Roster.endDate
TchrStrtDtTxt	Teacher Start Date Reports the first instructional date the reporting staff was actively scheduled to teach the class. This reports from the Section Staff History Start Date. When that date is not populated, the first instructional date of the class based on the schedule placement reports. When the Section Staff History Start Date is a non-instructional day, the first instructional date after the staff's Section Staff History start date reports. <i>Date field, 8 digits (MMDDYYYY)</i>	Section Staff History > Start Date SectionStaffHistory.startDate

Data Element	Description	Location
TchrEndDtTxt	<p>Teacher End Date</p> <p>Reports the last instructional date the reporting staff was actively scheduled to teach the class.</p> <p>This reports from the Section Staff History End Date. When that date is not populated, the last instructional date of the class based on the schedule placement reports.</p> <p>When the Section Staff History End Date is a non-instructional day, the last instructional date prior to the staff end date reports.</p> <p><i>Date field, 8 digits (MMDDYYYY)</i></p>	<p>Section Staff History > End Date</p> <p>SectionStaffHistory.endDate</p>
ClsRmID	<p>Classroom Identifier</p> <p>Reports the Room name in which the course section is scheduled.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Section Information > Room</p> <p>Room.name</p>
ClsPrd	<p>Class Period</p> <p>Reports the identifier for the period in which the course is scheduled.</p> <p>Based on the Section Schedule placement, reports all Periods in which the class is scheduled as a string of alphanumeric and numeric values.</p> <ul style="list-style-type: none"> When the reporting section is scheduled for Period 1 on A days and Period 4 on B days where these periods are named as 1 and ADV on the calendar, the value of 1ADV reports. When the reporting section is scheduled for both AM and PM on the calendar. the value of AMPM reports. <p>Period names are concatenated based on the Section Schedule Placement.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Data not stored</p>

Data Element	Description	Location
LoGrdCd	Low Grade of Content in this Course Reports the SCED Lowest Grade when selected. <i>Numeric, 2 digits</i>	Course Master/Course Information > NCES Data > SCED Lowest Grade Course.scedLowestGrade
HiGrdCd	High Grade of Content in this Course Reports the SCED Highest Grade when populated. <i>Numeric, 2 digits</i>	Course Master/Course Information > NCES Data > SCED Highest Grade Course.scedHighestGrade
ClsRstrFill	Class Roster Fill N/A	N/A
Course Name	Reports the concatenated value of the Course Number plus the Course Name. This ONLY reports in the HTML format and is available for debugging purposes. <i>Alphanumeric, 30 characters</i>	Course Information > Name Course.name
Section Number	Reports the Section number. This ONLY reports in the HTML format and is available for debugging purposes. <i>Numeric, 10 digits</i>	Section Information > Number Section.number