

CRDC - STAF- School & School Support Staff Ad Hoc Filters

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Tool Search: Maintain CRDC Survey Results

This article covers basic ways to use the Campus Ad hoc Reporting tools to design Ad hoc filters that can produce the school mappings needed to identify data sets for the Civil Rights Data Collection (CRDC). If the required information is not entered into Campus, a filter will not be able to produce the data. The filters used within this document utilize the Filter Designer's Query Wizard. Ad hoc fields vary by state; therefore, examples within this article may need to use different data elements from what appears in the examples.

Also note, the Query Wizard returns data based on AND. For most of the examples, logical expressions should be entered to indicate an AND or OR is required. This is not represented in all of the captured images, but should be incorporated into your queries.

Ad Hoc filters will not report any student or course that is not enrolled or assigned to the school the filter is being run. Any students or courses that need to be added to a school's mapping will need to be manually added using the Quick Search feature in the school's mapping tool.

The CRDC is run for previous years' data, not current years' data.

- STAF-1: Teachers FTE Count and Certification
- STAF-2: Teachers Years of Experience
- STAF-3: Teachers Absenteeism
- STAF-4: School Counselors
- STAF-5: Support Services Staff
- STAF-6: Current Year and Previous Year Teachers Count

Images may display reference to a particular year. Users should update the year as appropriate for reporting. Information noted in each of the queries is current with CRDC requirements, regardless of the year displayed.

STAF-1: Teachers - FTE Count and Certification

Total FTE of Classroom Teachers for Census/Staff Data Type

Create a filter similar to the example below using the **Query Wizard** and the **Census/Staff** Data Type. In this example, the filter identifies school employees who have a Teacher assignment and adds their FTE (Full-time Equivalency) to produce a total.

ID *Field	Operator Value	
schoolEmployment.	teacher 👻 = TRUE 👻	
2 function.FTE	• •	
1		
cal Expression (Option	al):	

Total FTE of Classroom Teachers Meeting All State Licensing/Certification Requirements for Census/Staff Data Type

A filter can be designed to identify teacher credentials; however, state licensing/certification requirements must be known prior to reporting data to ensure data accuracy. Teacher credential information can be found at Staff > Census > Credentials > Licensure/Certification

- Remove the function and replace it with the field schoolEmployment.fteInAssignment.
- The FTE will need to be added manually for teachers meeting the requirements.

Create a filter similar to the example below using the **Query Wizard** and the **Census/Staff** Data Type. In this example, the filter identifies the teacher's FTE and reports whether or not he/she has state licensing/certifications.

Filter the data			
ID *Field		Operator	Value
X 1 schoolEmployment.teach	er 🗸	= TRUE	•
X 2 employmentCredential.fu	ICertification -		•
X 3 employmentCredential.er	nploymentCredentialType 👻		•
X 4 employmentCredential.lic	enseType 👻	_	•
𝗙 ⁵ schoolEmployment.ftelnA	ssignment 🗸	IS NOT NULL	•
Add			
Logical Expression (Optional):			
If logical expression is left blank, Allowed symbols: AND OR NOT (Example Syntax: (1 AND (2 OR 3)	all operators will be applied.) IDs AND 4 AND (NOT 5 OR 6))		.11
Filter	dentifying Total FTE	of Teachers v	vith Certification

Total FTE of Classroom Teachers for HR Person Data Type

Create a filter similar to the example below using the Query Wizard and the HR Person Data



Type. In this example, the filter identifies school employees who have a Teacher assignment and adds their FTE (Full-time Equivalency) to produce a total.

Filter the data		
ID *Field	Operator	Value
X 1 hrWorkAssignmentHist.teacher -	= TRUE 🔻	
X 2 function.FTE		
Add		
Logical Expression (Optional):		
		.4
If logical expression is left blank, all operat Allowed symbols: AND OR NOT () IDs Example Syntax: (1 AND (2 OR 3) AND 4 Al	tors will be applied. ND (NOT 5 OR 6))	
Filter Identifying ti	he Total FTE of (Classroom Teachers

Total FTE of Classroom Teachers Meeting All State Licensing/Certification Requirements for HR Person Data Type

A filter can be designed to identify teacher credentials; however, state licensing/certification requirements must be known prior to reporting data to ensure data accuracy. Teacher credential information can be found at Human Resources > Personnel > Personnel Master > Qualifications

- Remove the function and replace it with the field hrWorkAssignmentHist.fte.
- The FTE will need to be added manually for teachers meeting the requirements.

Create a filter similar to the example below using the **Query Wizard** and the **HR Person** Data Type. In this example, the filter identifies the teacher's FTE and reports whether or not he/she has state licensing/certifications.

ID *Field	Operator	V	/alue
✓ 1 hrWorkAssignmentHist.fte	 IS NOT NULL 	•	
2 hrWorkAssignmentHist.teacher	▼ = TRUE	•	
3 hrWAQualificationsHist.fullCertification	•	•	
4 hrWAQualificationsHist.employmentCredentialType	•	•	
5 hrWAQualificationsHist.licenseType	•	•	
Add			
ogical Expression (Optional):			
lowed symbols: AND OR NOT () IDs	a.		
xample Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))		

STAF-2: Teachers Years of Experience

amou

Teacher Years of Experience for Census/Staff Data Type

Create a filter similar to the example below using the **Query Wizard** and the **Census/Staff** Data Type. In this example, the filter identifies the teacher's District Employment start date and FTE. The total FTE will have to be calculated manually.

	ID	*Field	Operator		Value	
K	1	employment.districtStartDate	>=	-	05/01/2009	
ĸ	2	schoolEmployment.ftelnAssignment 👻		•		
×	3	schoolEmployment.teacher 👻	= TRUE	•		
Ad	1					
	cal	Expression (Optional):				
floo	lica	al expression is left blank, all operators v	vill be app	lied		
	vec	d symbols: AND OR NOT () IDs	in so app			

Filter Identifying the FTE of Classroom Teachers in their First/Second Year of Teaching

Teacher Years of Experience for HR Person Data Type

Create a filter similar to the example below using the Query Wizard and the HR Person Data



Type. In this example, the filter identifies the teacher's Employment History start date and FTE. The total FTE will have to be calculated manually.

ID *Field	Operator	Value
X 1 hrEmploymentHistory.startDate -	· >= •	05/01/2009
🗙 2 hrWorkAssignmentHist.fte 🗸 🗸	•	
🗙 3 hrWorkAssignment.teacher 🗸	= TRUE 🗸	
Add		
Logical Expression (Optional):		
2		
logical expression is left blank, all operation	ators will be applied.	
llowed symbols: AND OR NOT () IDs xample Syntax: (1 AND (2 OR 3) AND 4 /	AND (NOT 5 OR 6))	
	sroom Teachers i	n their First/Second Year of Teach
Filter Identifying the FTE of Class		

STAF-3: Teacher Absenteeism

This item of the CRDC requires data only available in Campus Human Resources (HR).

Because Campus does not track teacher absenteeism the same way it tracks student absenteeism, the date information generated by this Ad hoc filter must be manually checked to be considered accurate.

Create a filter similar to the example below using the **Query Wizard** and the **HR Person** Data Type. In this example, the filter identifies both the start and end dates of teacher absences that occurred during the reported school year and the teacher's FTE. Additionally, the teacher's first and last names, as well as school ID, report.

Filter the data				
ID *Field	Operator	Value		
X 1 hrLeaveEvent.startDate	▼ >=	▼ 09/06/2010	~	
X 2 hrLeaveEvent.endDate	• <=	▼ 06/14/2011	~	
X ³ hrDemographics.firstName	•	•		
X 4 hrDemographics.lastName	•	•	_	
× 5 hrWorkAssignment.schoolID	•	•	_	
₭ 6 hrWorkAssignmentHist.fte	•	•		
X 7 hrWorkAssignmentHist.teach	er 🕶 = TRUE	•		
Add				
Logical Expression (Optional):				
If logical expression is left blank, all of Allowed sympole: AND OP NOT () ID	perators will be applied		***	
Example Syntax: (1 AND (2 OR 3) AND	4 AND (NOT 5 OR 6))			
Filter Identi	ifying Teacher Abs	senteeism and FTE		

STAF-4: School Counselors

School Counselor FTE for Census/Staff Data Type

Create a filter similar to the example below using the **Query Wizard** and the **Census/Staff** Data Type. In this example, the filter identifies school employees with a counselor assignment and reports the sum of their FTE.

ID *Field	Operate	or Value	
X 1 schoolEmployr	ment.counselor 👻 = TRUE	E 🔻	
× 2 function.Couns	elorFTE 👻	•	
Add			
ogical Expression (O	ptional):		

School Counselor FTE for HR Person Data Type

Create a filter similar to the example below using the **Query Wizard** and the **HR Person** Data Type. In this example, the filter identifies school employees with a counselor assignment and reports the sum of their FTE.

	*Field	Operator	Value
1	function.CounselorFTE 🔹	-	
2	hrWorkAssignmentHist.counselor 👻	= TRUE 👻	
d			
gica	al expression is left blank, all operators d symbols: AND OR NOT () IDs	s will be applied.	
gica	al expression is left blank, all operator d symbols: AND OR NOT () IDs	s will be applied.	



STAF-5: Support Services Staff

Create a filter similar to the example below. In this example, the filter identifies FTE employees by title. The title is not specified in this example. It is up to the school districts to determine how these positions are tracked. The filter works if the district is using the title on a user's district assignment tab to track this data.

1 X 1 X 2	SchoolEmployment.title ▼ function.FTE ▼	Operator	Value	
Add	Expression (Optional):			
If logical Allowed	expression is left blank, all o symbols: AND OR NOT () II	operators will be applied as	ed.	
Example	Syntax: (1 AND (2 OR 3) AI	ND 4 AND (NOT 5 OR		

STAF-6: Current Year and Previous Year Teachers Count

Create a filter similar to the example below using the **Query Wizard** and **Census/Staff** data type. In this example, the filter reports teachers employed at a school. The filter groups the data by the school the teacher is employed and a record count of the number of teachers employed at a school is reported.

ID *Fie	ld	Opera	tor	Value				
🗙 1 ind	ividual.staffNumber	T	•					
X 2 sc	hoolEmployment.school	Name 🔻	•					
Add								
Levier Fre								
Logical Exp	oression (Optional):							
If logical exp	oression is left blank, all	operators will be	applied.					
Allowed syr	mbols: AND OR NOT ()	IDs	E OD CV					
			,,					
								_
		Filter Ide	ntifvina Ta	pacher		_	_	 _
		Filter Idei	ntifying Te	eacher	5			
Crown the	data into postions the	Filter Idei	ntifying Te	eacher	:s N			
Group the o	data into sections tha	Filter Idei at can have agg	ntifying Te regates/sub	eacher -totals	:s			
Group the Grouping	data into sections the	Filter Idei at can have agg	ntifying Te regates/sub	eacher -totals	s			
Group the o Grouping Tier 1	data into sections that Group by schoolEmployment.	Filter Iden at can have agg schoolName	ntifying Te regates/sub Group Order Ascending	eacher -totals	<i>'S</i>			
Group the o Grouping Tier 1 Tier 2	data into sections that Group by schoolEmployment.	Filter Iden at can have agg schoolName T	ntifying Te regates/sub Group Order Ascending Ascending	eacher	5			
Group the of Grouping Tier 1 Tier 2 Tier 3	data into sections that Group by schoolEmployment.	Filter Iden at can have agg schoolName T T	ntifying Te regates/sub Group Order Ascending Ascending Ascending	-totals	5			
Group the of Grouping Tier 1 Tier 2 Tier 3 Tier 4	data into sections that Group by schoolEmployment.	Filter Iden at can have agg schoolName T T T	ntifying Te regates/sub Group Order Ascending Ascending Ascending	-totals	5			
Group the of Grouping Tier 1 Tier 2 Tier 3 Tier 4 Tier 5	data into sections the Group by schoolEmployment.	Filter Ider at can have agg schoolName T T T	ntifying Te regates/sub Group Order Ascending Ascending Ascending Ascending Ascending	totals	5			
Group the o Grouping Tier 1 Tier 2 Tier 3 Tier 4 Tier 5 Aggregate/	data into sections that Group by schoolEmployment.	Filter Iden at can have agg schoolName T T T T Aggregate Typ	ntifying Te regates/sub Group Order Ascending Ascending Ascending Ascending De	-totals	5			
Group the o Grouping Tier 1 Tier 2 Tier 3 Tier 4 Tier 5 Aggregate/ individual.st	data into sections that Group by SchoolEmployment. Sub Total by affNumber ▼	Filter Iden at can have agg schoolName T T T Aggregate Tyj Record Count	ntifying Te regates/sub Group Order Ascending Ascending Ascending Ascending De	-totals	-5			
Group the of Grouping Tier 1 Tier 2 Tier 3 Tier 4 Tier 5 Aggregate/ individual.st	data into sections that Group by SchoolEmployment. Sub Total by affNumber ▼	Filter Iden	ntifying Te regates/sub Group Order Ascending Ascending Ascending Ascending Ascending	-totals	5			
Group the of Grouping Tier 1 Tier 2 Tier 3 Tier 4 Tier 5 Aggregate/	data into sections that Group by SchoolEmployment. Sub Total by affNumber ▼	Filter Ider	ntifying Te regates/sub Group Order Ascending Ascending Ascending Ascending Ascending De T	-totals	5			
Group the of Grouping Tier 1 Tier 2 Tier 3 Tier 4 Tier 5 Aggregate/ individual.st	data into sections that Group by SchoolEmployment. Sub Total by affNumber ▼ T	Filter Iden	ntifying Te regates/sub Group Order Ascending Ascending Ascending Ascending Ascending De T	eacher -totals ▼ ▼ ▼ ▼	5			
Group the of Grouping Tier 1 Tier 2 Tier 3 Tier 4 Tier 5 Aggregate/ individual.st	data into sections that Group by schoolEmployment.	Filter Ider	ntifying Te regates/sub Group Order Ascending Ascending Ascending Ascending Ascending De T	eacher -totals ▼ ▼ ▼ ▼	5			
Group the of Grouping Tier 1 Tier 2 Tier 3 Tier 4 Tier 5 Aggregate/ individual.st	data into sections that Group by SchoolEmployment. Sub Total by affNumber T T T T T T T T T T T T T T T T T T T	Filter Iden	ntifying Te regates/sub Group Order Ascending Ascending Ascending Ascending De T T T T	-totals	5			