Staff Section Assignment (SLDS) (Vermont)

Last Modified on 10/21/2024 8:22 am CDT

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Tool Search: SLDS

The Staff Section Assignment Extract report collects staff related information and aims to enhance Vermont's ability to efficiently and accurately manage, analyze, and use education data.

Report Logic

The staff person must have an Educator ID assigned to them in order to be included in the report.

All Courses set up on or prior to the Effective Date report. The Course must have a SCED code assigned to it to be included (Scheduling > Courses > Course > NCES Data > NCES Code).

Report Editor

Field	Description
Submission Code for File Name	Indicates the report naming convention based on the submission time frame of the report.
Extract Type	Indicates which extract generates. For this instance, select **14b Staff Section Assignment.**

Field	Description
Effective Date	Indicates the date from which data is pulled for the report. This field auto-populates with the current date; use the calendar icon to select a new date or enter a new date in *mmddyy* format.
Format	Determines the format for the report. Use **State Submission** when submitting the final data. Use **HTML** for data review and testing.
Select Calendars	The calendar(s) from which data is pulled for the report. This option is only available when generating the *HTML* for the **File Format** and can assist with verifying data for individual calendars.
Generate Report Submit to Batch	Users can submit the report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract**. This process allows larger reports to be generated in the background without disrupting the use of Campus.

Generate the Report

1. Select the appropriate **Submission Code for file name** from the dropdown.
2. Select **14b Staff Section Assignment** for the **Extract Type.**
3. Enter the desired **Effective Date.**
4. Select the desired **Format.**
5. If desired, mark the **Report Legal Identities** checkbox.
6. If generating in HTML Format, select the desired **Calendars** from which to report data.
7. Click the **Generate Report** button. The report displays in the selected format.

Records:706						
ADMINID	**POSID**	**LOCALCOURSEID**	**COURSESECTION**	**EDUCATORID**	**ROLE**	**SY**
SU005	PS196	100	1001_VB	1234567	10	2022
SU005	PS196	100	1002	2345678	10	2022
SU005	PS196	100	1003	1234567	10	2022
SU005	PS196	1012	10121_DE	3456789	10	2022
SU005	PS196	1012	10121_DE	4567890	20	2022
SU005	PS196	1012	10121_DE	5678901	20	2022

Staff Section Assignment - HTML Format

Staff Section Assignment - State Submission Format

Report Layout

Element	Logic	Campus Location
ADMINID	The VT AOE assigned unique identifier for the Supervisory Union/District that is submitting data. *Alphanumeric, 6 characters*	System Administration > Resources > District Information > District Detail > State District Number District.number
POSID	The VT AOE assigned unique identifier for the organization representing the "Place of Service" where the staff person is performing a role. *Alphanumeric, 6 characters*	Census > People > District Assignment > Employment Assignments > Teacher EmploymentAssignment.teacher Census > People > District Assignment > Employment Assignments > School School.number
LOCALCOURSEID	A unique identifier assigned by the school to each of their courses offered in a school year. *Alphanumeric, 55 characters*	Scheduling > Courses > Course > Course Editor > Number Course.number

Element	Logic	Campus Location
COURSESECTION	A unique identifier assigned by the school to each of their course sections offered in a given school year. The Course Section number is the Course Number and Section Number combined. It also includes an Flexible Pathways code that is selected on the Course Section editor. A Course Number of 100, a Section Number of 20, and a Flexible Pathways code of CP reports as 10020_CP. *Alphanumeric, 30 characters*	Scheduling > Courses > Course > Course Information > Number Course.number Scheduling > Courses > Course > Sections > Section Editor > Section Number Section.number Scheduling > Courses > Course > Sections > Section Editor > Flexible Pathways Section.instructionalSetting
EDUCATORID	The VT AOE assigned unique person identifier. This number is distinct for each person over time. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > State Staff ID Person.staffStateID
ROLE	The role that a staff person is performing as it relates to the course section assignment. *Alphanumeric, 3 characters*	Scheduling > Courses > Section > Staff History > Staff History Detail > Teacher Role SectionStaffHistory.role
SY	The school year for which data is being submitted. *Numeric, 4 digits* *YYYY*	N/A