

# Work Assignment Extract (Massachusetts)

Last Modified on 01/06/2025 8:08 am CST

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Tool Search: Extracts

The Work Assignment Extract collects work assignment information on individual public school educators for the Education Personnel Information Management System (EPIMS) data collection.

**Extracts** ☆ Reporting > MA State Reporting > Extracts

**MA State Extracts**

This tool extracts information for MA state extracts. Choose the State Format to get the file in the state defined file format, or choose one of the testing/debugging formats.

**Extract Options**

Extract Type: Work Assignment Extract

Effective Date: 01/06/2025

Format: State Format (CSV)

Header Off:

Include Validation Column (HTML Only):

Ad Hoc Filter:

Exclude Cross-Site Data:

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

**24-25**

24-25 ANGELO ELEMENTARY SCHO

24-25 ARNONE ELEMENTARY SCHO

24-25 ASHFIELD MIDDLE SCHOOL

24-25 BARRETT RUSSELL EARLY CI

24-25 BROCKTON HIGH SCHOOL

24-25 BROCKTON THERAPEUTIC DA

24-25 BROCKTON VIRTUAL LEARNI

24-25 BROOKFIELD ELEMENTARY S

24-25 CHAMPION HIGH SCHOOL

24-25 COMMONWEALTH PRESCHOC

24-25 DISTRICT OFFICE

24-25 DOWNEY ELEMENTARY SCHO

24-25 DYS, DSS, INCARCERATED

24-25 EAST MIDDLE SCHOOL

24-25 EDGAR B DAVIS

24-25 EDISON EVENING ACADEMY

24-25 GILMORE ELEMENTARY SCHO

24-25 HANCOCK ELEMENTARY SCH

24-25 HOLDING

24-25 HOME SCHOOL

24-25 KENNEDY ELEMENTARY SCHO

24-25 MANTHALA GEORGE JR ELEM

24-25 MARY BAKER ELEMENTARY S

24-25 NORTH MIDDLE SCHOOL

24-25 OUTSIDE PLACEMENT - NOT

24-25 OUTSIDE PLACEMENT PROGR

24-25 PLOUFFE MIDDLE SCHOOL

24-25 PROMISE COLLEGE AND CAR

24-25 RAYMOND ELEMENTARY SCH

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 12/30/2024 and 01/06/2025

Batch Queue List			
Queued Time	Report Title	Status	Download

Work Assignment Extract

## Report Logic

- Report work assignment records for staff.
  - The staff must be assigned to the section as a Primary Teacher OR a Teacher in order for a record to populate on the Work Assignment.

- Report staff that are tied to the selected Calendar(s) AND District Assignment Start Date is on or before the Effective Date AND the Staff History>Start Date <= the Effective Date.
  1. Report Staff even if District Assignment End Date or Staff History>End Date is on or before the Effective Date.
    - Do not report Staff if District Assignment End Date is After District Assignment Start Date AND before the selected calendar Start Date
  2. Do not report Staff that have a Job Classification code (District Assignment>Title (StandardCode)) of NULL
- Always report Staff from Schools that have Staff Assignment Type of 02.
- The record for the course section the staff is assigned must NOT report when course State Code = exempt OR when Course>Active = NOT Checked.
- Do not report a record when report Effective Date < Course Term Start Date, OR when Staff History>Start Date != Null and > Effective Date.
- If the Job Classification (Title) code is 2305, 2306, 2307, 2308, 2310, 2325, (or 4100) report course information.
  - Report one instance for each section of each course
- If the Job Classification (Title) code is NOT 2305, 2306, 2307, 2308, 2310, 2325 (or 4100) then DO NOT include course information for the record and only report one instance for the assignment
- Excludes grade level, calendar, and calendar excludes.
- Do not report Staff Assignments where the staff has an Employment Exclude checkbox checked (District Employment > Exclude)
- Do not report Staff Assignment if the District Assignment has the Exclude checkbox checked
- Report Staff Assignment if the Employment Exclude checkbox is not checked.
- Report Staff Assignment if the assignment does not have the Exclude checkbox checked.
- At least one student must be rostered with a Roster Start Date of null or on or before the extract Effective Date.
- Must have active District Assignment> Title = NOT Blank and Teacher = checked in order for the Course/Section>Section Editor> District Assignment dropList to populate.

When HR is enabled:

- Report staff that are tied to the selected Calendar(s) AND Work Assignment Start Date is on or before the Effective Date AND the Staff History>Start Date <= the Effective Date.
  1. Report Staff even if Work Assignment End Date or Staff History>End Date is on or before the Effective Date.
    1. Do not report Staff if Work Assignment End Date is after Work Assignment Start Date AND before the selected calendar Start Date.
  2. Do not report Staff that have a Job Classification standard code (Work Assignment > Title) of NULL.
- Do not report Staff Assignments that have the District Employment SIF Exclude check box checked (Personnel Master > HR General Information > Employment Dates > SIF Exclude).
- Do not report Staff Assignment that have all Work Locations with a SIF Exclude check box checked.
- Do not report a Staff's Work Assignment where the Work Location has a SIF Exclude check box checked.
- Report Staff Assignment if at least one Work Assignment does not have the SIF Exclude checkbox checked.

- Report Staff Assignment if there is a District Employment without a check in the SIF Exclude check box (Personnel Master > HR General Information > Employment Dates > SIF Exclude).
- Must have active Work Assignment > Title = NOT Blank and Role of Teacher (Work Assignment > Roles & Qualifications) selected in order for the Course/Section>Section Editor> District Assignment dropdown to populate.

The District Assignment Title must have a Standard Code filled out on the Attribute Dictionary (Attribute/Dictionary > EmploymentAssignment > Title > Dictionary).

This standard code should be the 4-digit state code.

Core Attribute/Dictionary ☆ System Settings > Custom Data and Links > Core Attribute/Dictionary

Save

Campus Attributes/Dictionary Editor

- External LMS Exclude
- Health License
- October 1 FTE Override
- Parapro Qualification
- Primary District Assignment
- Primary Grade Level
- Primary Teaching Area
- SPED Level
- Subject Matter Competency
- Title
- Dictionary (81 Entries)
- EmploymentAssignment\_dep20101

Title Dictionary Detail							Add Row
	Code	Name	Seq	Value	Standard Code	Active	
✗	1200	Superintendent of Schools	0		1200	X	
✗	1201	Assistant/Associate/ Vice Superintendents	0		1201	X	
✗	1202	School Business Official	0		1202	X	
✗	1205	Other District Wide Administrators	0		1205	X	
✗	1208	Human Resources Director	0		1208	X	
✗	1209	Supervisor/Director of CVTE	0		1209	X	
✗	1210	Supervisor/Director of Guidance	0		1210	X	
✗	1211	Supervisor/Director of Pupil Personnel	0		1211	X	
✗	1212	Special Ed Administrator	0		1212	X	

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Campus Attribute Dictionary

## Report Editor Field Descriptions

The following fields are available on the report editor.

Field	Description
<b>Extract Type</b>	Select <b>Work Assignment Extract</b> .
<b>Effective Date</b>	The date from which data is pulled for the report.
<b>Format</b>	Report format that is being generated. When submitting the extract to the state, use the State Format (CSV). When verifying or reviewing data prior to submitting the extract, use one of the other formats. Options include HTML and CSV.

Field	Description
<b>Header Off</b>	Selecting this checkbox places a header on the report. The Report Header includes the record type, record name, and district number. For example, "EPIMS,WORK_ASSIGNMENT, 001."
<b>Include Validation Column (HTML Only)</b>	Selecting this option includes a column at the end of the extract when generate in HTML format. This column lists error identification numbers, which refer to errors identified in documentation maintained by the state. See the <a href="#">State EPIMS</a> website for more information.
<b>Ad hoc Filter</b>	Selecting a filter limits records returned to those that meet the criteria of the pre-defined Ad hoc filter.
<b>Exclude Cross-Site Data</b>	When marked, Cross-Site data will not be included in the extract.
<b>Select Calendars</b>	The calendar(s) from which data is pulled for the report. Can be set to display only the active year, or be sorted by school or by year. At least one calendar must be selected in order for the report to generate.

Users have the option of submitting a SIMS report request 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.

## Report Example

Work Assignment Report Header Records:2		
RecordType	RecordName	DistrictNumber
EPIMS	WORK_ASSIGNMENT	07800000

  

EPIMS Work Assignment Report Records:77																
MEPID	Local Employee Number	First Name	Middle Name	Last Name	District School ID	Job Classification	Teacher Paraprofessional Assignment	Grade	Subject Area Course	Class Section	Full Time Equivalent	ParaProfessional	Highly Qualified Status	Subject Matter Competency	CourseTerm	TermStatus
60706278	1234	Joe	P	Black	07800606	2330	209	10	02002	0	0.600	00	00	00	02	02
60209672	9876	Sue	A	Boyce	07800606	6200	000	09	01002	0	2.000	00	00	00	02	02
60606277	7894	Anne	G	Bradley	07800606	6020	000	12	04002	0	2.000	00	00	00	02	02
60603274	6541	Nancy	L	Burns	07800606	3360	000	09	01002	0	0.600	00	00	00	02	02
60409279	3214	Jane	E	Cacciatore	07800266	2226	211	09	01002	0	0.260	00	00	00	02	02
60406276	7531	Amy	W	Carrigan	07800606	2220	000	11	03002	0	2.000	00	00	00	02	02
60404274	9517	Janet	B	Carson	07800606	2306	223	10	02002	0	2.000	00	00	00	02	02
60402272	8520	Sally	G	Caselden	07800606	4200	404	10	02002	0	0.930	06	00	00	02	02
60309278	7412	Mary	D	Chick	07800266	6220	000	12	04002	0	2.000	00	00	00	02	02
62986307	9630	Bob	E	Cody	07800606	3362	000	10	02010	0	0.600	00	00	00	02	02

Work Assignment Extract HTML Example

## Report Layout

Element Name	Description	Type, Format, Length	Campus Database and UI Location
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Element Name	Description	Type, Format, Length	Campus Database and UI Location
<b>MEPID</b>	A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education.	Alphanumeric, 8 characters	<p>Person.staffStateID</p> <p>Demographics &gt; Staff State ID</p> <hr/> <p>HR</p> <p>Enabled: hrDemographics.staffStateID</p> <hr/> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information - Current Record &gt; State Number</p>
<b>Local Employee Number</b>	A number used at the local district to identify an employee.	Alphanumeric, 20 characters	<p>Person.staffNumber</p> <p>Demographics &gt; Local Staff Number</p> <hr/> <p>HR Enabled:</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information - Current Record &gt; Personnel Number</p>
<b>First Name</b>	A name given to an individual at birth, during a naming ceremony, or through legal change.	Alphanumeric, 30 characters	<p>Identity.firstName</p> <p>Demographics &gt; First Name</p> <hr/> <p>HR Enabled:</p> <p>Human Resources &gt; Personnel &gt; Personnel Master &gt; HR General Information - Current Record &gt; First Name</p>
<b>Middle Name</b>	A secondary name given to an individual at birth, during a naming ceremony, or through legal change.	Alphanumeric, 30 characters	<p>Identity.middleName</p> <p>Demographics &gt; Middle Name</p>

Element Name	Description	Type, Format, Length	Campus Database and UI Location
			HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Middle Name
<b>Last Name</b>	The person's last name.	Alphanumeric, 30 characters	Identity.lastName  Demographics > Last Name  HR Enabled: Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Last Name
<b>District School ID</b>	The eight-digit code for the district and/or school where the individual is currently employed. Each district/school in Massachusetts has an eight-digit code assigned by the ESE. The first four digits represent the district code. The second four digits represent the school code. The last four digits for a district position report as "0000."	Numeric, 8 digits	School.number  School Information > State School Number

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<p><b>HR Enabled:</b></p> <ol style="list-style-type: none"> <li>1. Report the first four digits of State District Number and the School Number.</li> <li>2. Please report from the Course&gt;Section&gt;Primary Teacher&gt;District Assignment. Report the State District Number and the School Number from the associated Calendar of District Assignment</li> <li>3. If a teacher has work assignments in more than one school, report field WA06, District/School ID, with the associated State District Number and School number for school in which the record/class section is located when the WA report is generated for the multiple schools</li> <li>4. Please look to the School in which the teacher has a work assignment and report the District Number and School number combination for the school in which the assignment and class/section being reported is.</li> <li>5. Left Justify / Zero pad if School Number &lt; 4 digits.</li> </ol>		
<p><b>Job Classification</b></p>	<p>A description of the specific group of duties and responsibilities of a position. Reports based on state validations. See the <b>Title Code List</b> for possible values and reporting logic.</p>	<p>Numeric, 4 digits</p>	<p>EmploymentAssignment. title  District Assignment &gt; Title</p>

Element Name	Description	Type, Format, Length	Campus Database and UI Location
			HR Enabled: Human Resources > Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Work Assignment Details > Title
<b>Teacher Paraprofessional Assignment</b>	<p>The specific educational or educational support activity in which teachers, paraprofessionals, and other instructional staff are involved and employed on a daily basis. Reports based on state validations.</p> <p>See the <a href="#">Assignment Code List</a> for possible values and reporting logic.</p>	Numeric, 3 digits	EmploymentAssignment. assignmentCode  District Assignments > Assignment Code  HR Enabled: Human Resources > Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Work Assignment Details > Assignment Code



Element Name	Description	Type, Format, Length	Campus Database and UI Location
<b>Grade</b>	<p>The predominant grade(s) for which the specific assignment provides educational services. Reports based on state validations.</p> <p>Additional reporting logic is as follows:</p> <ol style="list-style-type: none"> <li>1. Only reports a non 00 value when Primary and/or Secondary Teacher &gt; District Assignment &gt; Title code = 2305, 2306, 2307, 2308, 2310, 2325, or 4100, AND when Teacher Paraprofessional Assignment is NOT = 406,</li> <li>2. Report 00 when District Assignment &gt; Title code does not = 2305, 2306, 2307, 2308, 2310, 2325, or 4100, OR when Teacher Paraprofessional Assignment = 406,</li> <li>3. Report 00 if Course &gt; Grade = Null or when staff is not assigned to a course.</li> </ol>	Numeric, 4 digits	Course.grade  Course/Section > Course > Grade

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<p><b>HR Enabled:</b></p> <ol style="list-style-type: none"> <li>1. Report the Grade value (Scheduling &gt; Courses &gt; Course &gt; Course Information) for the Course               <ol style="list-style-type: none"> <li>1. Only reports a non 00 value when Primary and/or Secondary Teacher Work Assignments &gt; Work Assignment Editor &gt; Work Assignment Details &gt; Title code(WA07) = 2305, 2306, 2307, 2308, 2310, 2325, or 4100 , AND when WA08 NOT = 406,</li> <li>2. Report 00 when Work Assignments &gt; Work Assignment Editor &gt; Work Assignment Details &gt; Title code (WA07) does not = 2305, 2306, 2307, 2308, 2310, 2325, or 4100, OR when WA08 = 406,</li> <li>3. Report 00 if Course&gt;Grade = Null or when staff is not assigned to a course.</li> </ol> </li> </ol>		

Element Name	Description	Type, Format, Length	Campus Database and UI Location
<b>Subject Area Course</b>	<p>The subject area/course taught by an individual or for which the staff member provides support. Reports based on state validations.</p> <p>Logic is as follows:</p> <ol style="list-style-type: none"> <li>1. When Grade = 00, Subject Area Course reports as 00000.</li> <li>2. Else, Subject Area Course = Scheduling &gt; Courses &gt; Course &gt; State Code.</li> <li>3. When State Code = "exempt", or is Null, record will not report for course.</li> </ol>	Alphanumeric, 7 characters	Course.stateCode  Course > State Code
<b>Class Section</b>	<p>The class section code provided by the school district. Reports based on state validations.</p> <p>Logic is as follows:</p> <ol style="list-style-type: none"> <li>1. Logic reports Course number + Section number. No spaces between the numbers.</li> <li>2. Otherwise, reports 0.</li> <li>3. Logic only reports a non 0 value when Primary and/or Secondary Teacher &gt; District Assignment &gt; Job Classification (Title code) = 2305, 2306, 2307, 2308, 2310, 2325, or 4100.</li> <li>4. Logic reports a default = 0 when District Assignment &gt; Job Classification (Title code) does not = 2305, 2306, 2307, 2308, 2310, 2325, or 4100.</li> <li>5. If Subject Area Course field reports a value of 00000, Class Section reports as 0.</li> </ol>	Alphanumeric, 20 characters	Section.number  Courses > Section > Section Number

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<p><b>HR Enabled:</b></p> <ol style="list-style-type: none"> <li>1. Reports Course number + Section number. No spaces between the numbers.               <ol style="list-style-type: none"> <li>1. Otherwise reports 0.</li> </ol> </li> <li>2. Only reports a non 0 value when Primary and/or Secondary Teacher &gt; Work Assignment &gt; Title code (WA07) = 2305, 2306, 2307, 2308, 2310, 2325, or 4100.</li> <li>3. Report Default = 0 when Work Assignment &gt; Title code (WA07) does not = 2305, 2306, 2307, 2308, 2310, 2325, or 4100.</li> <li>4. If Subject Area / Course reports 00000, Class Section must report 0.</li> </ol>		

Element Name	Description	Type, Format, Length	Campus Database and UI Location
<b>Full Time Equivalent</b>	<p>The ratio between the hours expected of a full-time position and the number of actual hours being provided by an individual. Calculated by summing the FTE of all District Assignments that have at least one active section. Each FTE is then divided by that total and each result is multiplied by the District Employment FTE Percent and divided by the number of sections in each assignment and rounded to two decimal points.</p> <p>Calculates based on the FTE Percent of the most recent District Employment active on or before the extract Effective Date. Value cannot exceed 1.0. Inactive sections are calculated the same way.</p> <p>When a staff member is not assigned to a section, they will report using the following calculation:</p> <ul style="list-style-type: none"> <li>◦ <math>\text{District Assignment FTE} / \text{District Employment FTE}</math></li> </ul> <p>When the staff member's record has a Job Classification of 2305, 2306, 2307, or 2308 and a Term Status of 02, year-long courses (Course Term of 01) are included in the calculation.</p> <ul style="list-style-type: none"> <li>◦ <math>(\text{District Employment FTE} / \text{District Assignment FTE}) / (\# \text{ of sections with a Term Status of 02} + \text{Course Term of 01})</math></li> </ul> <p>Courses with a Term Status of 01 are calculated separately from those course with a Term Status</p>	Numeric, 5 digits	<p>Not stored. This is a calculated field.</p> <p>District Assignment &gt; FTE of Assignment</p>

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	of 02 and 03. <b>HR Enabled:</b> FTE = District Assignment FTE / the number of staff section records belonging to the District Assignment (active and inactive records are separated). The FTE calculation is separate for those records with Term Status (WA17) = 01, and those records with Term Status = 02.		<b>HR Enabled:</b> Personnel > Personnel Master > Work Assignments > Work Assignment Editor > Salary Information > Position FTE
<b>Instructional Paraprofessional Qualification</b>	A two-digit code that denotes the level of paraprofessional training achieved by the individual who is working in a Title I school. Reports a value of 99 for all records.	Numeric, 2 digits	EmploymentAssignment.paraproQualification  District Assignments > Parapro Qualification
<b>Highly Qualified Status</b>	Indicates whether an individual meets the US DOE definition and criteria of highly qualified to teach a particular subject area or course. Reports a value of 99 for all records.	Numeric, 2 digits	Calculated, not dynamically stored  Credentials > Credential Type, Subject Type, Core Subject Area; Course > Subject Type, Core Academic Class
<b>Subject Matter Competency</b>	Indicates how an individual has demonstrated or has not demonstrated subject matter competency for this position. Reports a value of 99 for all records.	Numeric, 2 digits	EmploymentAssignment.subjectMatterCompetency  Credentials > Subject Matter Competency
<b>Course Term</b>	A division in a school year during which instruction is regularly given to students. See the <a href="#">Course Term Code List</a> for possible values. Reports based on state validations.	Numeric, 2 digits	Not Stored.
<b>Term Status</b>	The two-digit code that identifies a course term as active or inactive at the time of the collection. Reporting logic is as follows: <ul style="list-style-type: none"> <li>• <b>EOY, 6154:</b> When Effective Date &gt;= last Term Start Date in calendar, and Course Term = 01, 33, 22, 44, or 55, Term Status reports as 01.</li> </ul>	Numeric, 2 digits	Not Stored.

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<ul style="list-style-type: none"> <li>• <b>EOY:</b> When the last course term End Date <math>\geq</math> the last calendar term End Date, Term Status reports as 01. Else, 02.</li> <li>• <b>EOY, 6155:</b> When Effective Date <math>\geq</math> last Term Start Date in calendar, and Course Term = 41, 21, 31, or 51, Term Status reports as 02.</li> <li>• <b>October, 6156:</b> When Effective Date <math>&lt;</math> last Term Start Date in calendar, and Course Term = 01, 31, 21, 41, or 51, Term Status reports as 01.</li> <li>• <b>October, 6157:</b> When Effective Date <math>&lt;</math> last Term Start Date in calendar, and Course Term is setup to report 22, 32, 33, 43, 44, 53, 54, or 55, the course record must not report.</li> <li>• Otherwise, when none of the above scenarios apply, and the course is active (taught) during the term on the date of the Effective Date, Term Status reports as 01.</li> <li>• When the course is not active during the term on the date of the Effective Date, Term Status reports as 02.</li> <li>• Latest term date: System Administration &gt; Calendar &gt; Calendar &gt; Terms &gt; Term Schedule/Terms Editor &gt; End Date (choose the End Date with the latest End Date).</li> <li>• A section is taught during the last term when a check mark exists under the latest term in the Section Schedule Placement (Q4, in this example).</li> <li>• When a staff is not assigned to a course (and therefore has no course Start Date), but populates on the report,</li> </ul>		

Element Name	Description	Type, Format, Length	Campus Database and UI Location
	<p>Course Term and Term Status report as 01.</p> <ul style="list-style-type: none"> <li>• If teacher has a Staff History end date before the extract effective date, report 03 when the term is active (01).</li> <li>• If the Assignment End Date is null or after the extract effective date, report 01 if the term is active (and meets all other conditions).</li> <li>• Cannot be NULL.</li> </ul>		

## Title Code List

The following expandable areas describe the logic for Core and HR Enabled reporting:

▶ [Click here to expand...](#)

Reporting logic is as follows:

1. Logic reports from the Course > Section > Primary Teacher > District Assignment. Report the Title Code from the associated Calendar of District Assignment.
2. Default the Section > Primary Teacher > District Assignment to the People > District Assignment associated with that Calendar
  - If more than one district assignment in that Calendar, display the District Assignment where Teacher is checked
  - If more than one district assignment in that Calendar has Teacher checked, do not default, leave blank. Users will have to associate the assignment themselves
3. If Primary Teacher > District Assignment is null (blank), logic reports fields associated with the course with defaults of 0 or 99, see below:
  - Teacher Paraprofessional Assignment = 000
  - Grade = 00
  - Subject Area / Course = 00000
  - Class Section = 0
  - Instructional Paraprofessional Qualification = 99
  - Highly Qualified Status = 99
  - Subject Matter Competency = 99
4. If District Assignment > Title code > (Standard Code) = 2305, 2306, 2307, 2308, 2310, 2325, 2330 or 4100 report associated course related fields when they are the Section > Primary Teacher.
5. If the Primary Teacher's District Assignment > Title code > (Standard Code) does not = 2305, 2306, 2307, 2308, 2310, 2325, 2330 or 4100 report associated course related fields with defaults of:
  - Grade= 00
  - Subject Area / Course = 00000
  - Class Section = 0
  - Instructional Paraprofessional Qualification = 99
  - Highly Qualified Status = 99



- Subject Matter Competency = 99
- 6. For Secondary Teachers, do not default Section > District Assignment.
- 7. If Secondary Teacher > District Assignment is not null and Title code = 2305, 2306, 2307, 2308, 2310, 2325, 2330 or 4100 , report associated course related fields.
- 8. If Secondary Teacher > District Assignment is null or Title not = 2305, 2306, 2307, 2308, 2310, 2325, 2330 or 4100 report defaults of 0 or 99 in course related fields:
  - Grade = 00
  - Subject Area / Course = 00000
  - Class Section = 0
  - Instructional Paraprofessional Qualification = 99
  - Highly Qualified Status = 99
  - Subject Matter Competency = 99
- 9. The only exception to the above is when WA07 = 3323 AND either school.Title1 = Checked, OR schoolAttribute.title1 has a dictionary Code = SWELIGSWPROG in the latest (most recent Effective Date) School History record with an Effective Date <= the extract Effective Date. When this is True:
  - Grade = 00
  - Subject Area / Course = 00000
  - Class Section = 0
  - Instructional Paraprofessional Qualification = 99
  - Highly Qualified Status = 99
  - Subject Matter Competency = 99

Possible reporting values is as follows:

Code	Name
<b>6100</b>	Administrative Aides
<b>6110</b>	Administrative Clerks and Secretaries
<b>1201</b>	Assistant/Associate/ Vice Superintendents
<b>3411</b>	Audiologist
<b>1310</b>	Deputy/associate/vice-/assistance principal
<b>3325</b>	Diagnostic and Evaluation Staff
<b>3324</b>	Educational Interpreters
<b>3329</b>	Guidance Counselor
<b>6140</b>	Information Services & Technical Support
<b>2330</b>	Instructional Coach
<b>3340</b>	Junior ROTC Instructor
<b>3330</b>	Librarians and Media Center Directors
<b>2325</b>	Long Term Substitute Teacher
<b>3421</b>	Occupational Therapist
<b>3441</b>	Orientation and Mobility Instructor

Code	Name
<b>6150</b>	Other Administrative Support Personnel
<b>1205</b>	Other District Wide Administrators
<b>3461</b>	Other Related Special Education Staff
<b>1320</b>	Other School Administrator/ Coordinator
<b>4100</b>	Paraprofessional
<b>3431</b>	Physical Therapist
<b>5010</b>	Physician
<b>1305</b>	Principal/headmaster/headmistress/head of school
<b>5015</b>	Psychiatrist
<b>3326</b>	Recreation and Therapeutic Recreation Specialists
<b>3327</b>	Rehabilitation Counselor
<b>3350</b>	School Adjustment Counselor - Non-Special Ed
<b>3351</b>	School Adjustment Counselor - Special Education
<b>1202</b>	School Business Official
<b>5020</b>	School Nurse - Non-Special Education
<b>5021</b>	School Nurse - Special Education
<b>1226</b>	School Nurse Leader (SNL)
<b>3360</b>	School Psychologist - Non-Special Education
<b>3361</b>	School Psychologist - Special Education
<b>3371</b>	School Social Worker - Special Education
<b>3370</b>	School Social Worker - Non-Special Education
<b>6120</b>	Special Ed Administrative Aides
<b>6130</b>	Special Ed Administrative Clerks and Secretaries
<b>1212</b>	Special Ed Administrator
<b>3451</b>	Speech Pathologist
<b>1200</b>	Superintendent of Schools
<b>1210</b>	Supervisor/Director of Guidance
<b>1211</b>	Supervisor/Director of Pupil Personnel
<b>1225</b>	Supervisor/Director/Coordinator - Prof Development
<b>1214</b>	Supervisor/Director/Coordinator of Assessment
<b>1215</b>	Supervisor/Director/Coordinator of Curriculum
<b>1213</b>	Supervisor/Director/Coordinator: Arts

Code	Name
<b>1217</b>	Supervisor/Director/Coordinator: English
<b>1216</b>	Supervisor/Director/Coordinator: ELL
<b>1218</b>	Supervisor/Director/Coordinator: Foreign Language
<b>1219</b>	Supervisor/Director/Coordinator: Hist/Social Stud
<b>1220</b>	Supervisor/Director/Coordinator: Library/Media
<b>1221</b>	Supervisor/Director/Coordinator: Mathematics
<b>1222</b>	Supervisor/Director/Coordinator: Reading
<b>1223</b>	Supervisor/Director/Coordinator: Science
<b>1224</b>	Supervisor/Director/Coordinator: Technology
<b>2305</b>	Teacher
<b>2310</b>	Teacher - support content instruction
<b>3323</b>	Tutor
<b>2307</b>	Virtual Course Teacher
<b>2308</b>	Virtual Course Co-Teacher
<b>3328</b>	Work Study Coordinator

► [Click here to expand...](#)

1. Logic looks at Course > Section > Primary Teacher > District Assignment and reports the Title Code (standard code) from the associated Calendar of District Assignment
2. Default the Section > Primary Teacher > District Assignment to the People > District Assignment associated with that Calendar
  1. If more than one work assignment in that Calendar, display the District Assignment where Teacher role is selected.
  2. If more than one district assignment in that Calendar has Teacher checked, do not default and leave blank.
3. If Primary Teacher > District Assignment is null (blank), logic reports fields associated with the course with defaults of 0, see below:
  1. WA08 = 000
  2. WA09 = 00
  3. WA10 = 00000
  4. WA11 = 0
  5. WA13 = 99
  6. WA14 = 99
  7. WA15 = 99
4. If District Assignment > Title standard code >= 2305, 2306, 2307, 2308, 2310, 2325, 2330 or 4100 report associated course related fields when they are the Section > Primary Teacher.
5. If the Primary Teacher's District Assignment > Title standard code > does not = 2305, 2306, 2307, 2308, 2310, 2325, 2330 or 4100 report associated course related fields with

defaults of:

1. WA09 = 00
  2. WA10 = 00000
  3. WA11 = 0
  4. WA13 = 99
  5. WA14 = 99
  6. WA15 = 99
6. For Secondary Teachers, do not default Section > District Assignment.
  7. If Secondary Teacher > District Assignment is not null and Title standard code = 2305, 2306, 2307, 2308, 2310, 2325, 2330 or 4100, logic reports associated course related fields with report logic listed below.
  8. If Secondary Teacher > District Assignment is null or Title (standard code) not = 2305, 2306, 2307, 2308, 2310, 2325, 2330 or 4100, logic reports defaults of 0 in course related fields:
    1. WA09 = 00
    2. WA10 = 00000
    3. WA11 = 0
    4. WA13 = 99
    5. WA14 = 99
    6. WA15 = 99
  9. The only exception to the logic above is when WA07 = 3323 AND either school.Title1 = Checked, OR schoolAttribute.title1 has a dictionary Code = SWELIGSWPROG in the latest (most recent Effective Date) School History record with an Effective Date <= the extract Effective Date. When this is True:
    1. WA09 = 00
    2. WA10 = 00000
    3. WA11 = 0
    4. WA13 = 99
    5. WA14 = 99
    6. WA15 = 99

## Assignment Code List

The following reporting logic is used:

1. Report 000 for records where District Assignment > Title code does NOT = 2305, 2306, 2307, 2308, 2310, 2325 or 4100.  
Else, report Assignment Code.
  1. Report from the Course > Section > Primary Teacher and/or Secondary Teacher > District Assignment > Assignment Code.
  2. Report the Assignment Code from the associated Calendar of District Assignment.

The following reporting logic is used when HR is enabled:

1. Report 000 for records where Work Assignments > Work Assignment Editor > Work Assignment Details > Title code does NOT = 2305, 2306, 2307, 2308, 2310, 2325 or 4100.
2. Else, report Assignment Code.
  1. Report from the Course > Section > Primary Teacher and/or Secondary Teacher > District Assignment > Assignment Code.
  2. Report the Assignment Code from the associated Calendar of District Assignment.

▶ [Click here to expand...](#)

Code	Name	Description
000	Not Applicable	Not Applicable
001	Core - Non-Secondary Level Classroom Teacher	A classroom teacher providing instruction in a core subject area to students in grades PK through grade 6. Grade 6 can be included at the middle school level.
002	Core - Secondary Level Classroom Teacher	A classroom teacher providing instruction in a core subject to students in grades 6 and above. Grade 6 can be included at the middle school level.
003	Core - Mild/Moderate Disab Sole Content Teacher	A special education teacher that provides the sole content instruction in a core academic area. Instruction may be provided in a variety of settings (e.g., resource room, self-contained classroom, etc.).
004	Core - Severe Disabilities Sole Content Teacher	A special education teacher that provides the sole content instruction in a core academic area. Instruction may be provided in a variety of settings (e.g., resource room, self-contained classroom, etc.).
005	Mild/Mod Disabilities Consultative Content Teacher	A consultative content teacher teaches content but is not the sole or lead teacher. A consultative content teacher supports the teaching of content either in the lead content teacher's classroom or in a resource room. This assignment is required to be HQ (WA14) but should be reported as "not applicable" in SMC (WA15).
006	Severe Disabilities Consultative Content Teacher	A consultative content teacher teaches content but is not the sole or lead teacher. A consultative content teacher supports the teaching of content either in the lead content teacher's classroom or in a resource room. This assignment is required to be HQ (WA14) but should be reported as "not applicable" in SMC (WA15).
007	Core - Vision Impairments	A teacher of core content to students who have vision impairments.
008	Core - Deaf/Hard of Hearing	A teacher of core content to students who are deaf or hard of hearing.
010	Non-Secondary Level ESL Teacher	Teacher providing English language development or English as a second language (ELD/ESL) instruction to students who are limited English proficient (LEP) at the non-secondary level.
011	Secondary Level ESL Teacher	Teacher providing English language development or English as a second language (ELD/ESL) instruction to students who are limited English proficient (LEP) at the secondary level.
012	Core Support Content General Education	A Classroom teacher providing support in a core subject.

Code	Name	Description
<b>014</b>	Non-Secondary Content Support ESL Teacher	An ESL teacher, at the non-secondary level, who collaborates with the content teacher to teach language related to content but is not the sole or lead teacher. An ESL teacher who supports the teaching of content by tailoring instruction to address the development of vocabulary and English language skills of limited English proficient (LEP) students in content classrooms.
<b>016</b>	Core - Other Bilingual Education	The sole content teacher provides instruction to limited English proficient (LEP) students in English and in their native language. This assignment includes instructors in Transitional Bilingual Education (TBE) classrooms.
<b>020</b>	Secondary Content Support ESL Teacher	An ESL teacher, at the secondary level, who collaborates with the content teacher to teach language related to content but is not the sole or lead teacher. An ESL teacher who supports the teaching of content by tailoring instruction to address the development of vocabulary and English language skills of limited English proficient (LEP) students in content classrooms.
<b>029</b>	Core Subject: Sheltered Content Teacher	The sole content teacher in general education classrooms where some of the students are limited English proficient (LEP). It is understood that this teacher has undergone "skill and knowledge" training to teach LEP students.
<b>208</b>	Non-Core - CVTE Teachers	A teacher of career and vocational technical education, which is considered non-core under the NCLB definition of core content.
<b>209</b>	Non-Core - Vision Impairments	A teacher of non-core content to students who have vision impairments.
<b>210</b>	Non-Core - Speech/ Lang/Hearing Disorders	A teacher of non-core content to students who have speech/language disorders.
<b>211</b>	Non-Core - Deaf/Hard of Hearing	A teacher of non-core content to students who are deaf or hard of hearing.
<b>212</b>	Non-Core - Non-Second Level Classroom Teacher	A classroom teacher providing instruction in a non-core subject area to students in grades PK through grade 6. Grade 6 can be included at the middle school level.
<b>213</b>	Non-Core - Secondary Level Classroom Teacher	A classroom teacher providing instruction in a non-core subject to students in grades 7 and above. Grade 7 can be included at the middle school level.

Code	Name	Description
<b>214</b>	Non-Core - Other SPED Instructional Staff	A special education teacher of non-core content.
<b>215</b>	Non-Core Support Content General Education	A classroom teacher providing support in a non-core subject.
<b>301</b>	SPED Shared Phy Ed at Non- Secondary Level	A teacher in physical education who provides instruction to special education students in grades PK through 6.
<b>302</b>	SPED Shared Phy Ed at Secondary Level	A teacher in physical education who provides instruction to special education students in grades 7 and above.
<b>303</b>	SPED Shared Vocational Education	A teacher in vocational education who provides instruction to special education students.
<b>304</b>	SPED Other Shared Instructional Staff	A teacher who provides instruction in non-core content (not including physical education or vocational education) to special education students.
<b>401</b>	Paraprofessionals - Title I	A paraprofessional whose primary responsibility is to support Title I students.
<b>402</b>	Paraprofessional - LEP	A paraprofessional whose primary responsibility is to support Limited English Proficient (LEP) students.
<b>403</b>	Paraprofessional - CVTE	A paraprofessional whose primary responsibility is to support Career and Vocational Technical Education students.
<b>404</b>	Paraprofessionals - SPED	A paraprofessional whose primary responsibility is to support Special Education students.
<b>405</b>	Paraprofessionals - Other	A paraprofessional whose primary responsibility is not articulated in the definitions for codes 401--404.
<b>406</b>	Non-Instructional Paraprofessionals	

## Course Term Code List

Report default = 01 when District Assignment>Title code does not = 2305, 2306, 2310, 2325, 2330  
or the first 2 left justified digits = 33

▶ [Click here to expand...](#)

Code	Description
<b>01</b>	Full year course
<b>21</b>	The schedule structure is semesters and the course is in semester 1.
<b>22</b>	The course is for semester 2.
<b>31</b>	The schedule structure is trimesters and the course is in trimester 1.
<b>32</b>	The course is in trimester 2.
<b>33</b>	The course is in trimester 3.
<b>34</b>	The course is in multiple consecutive trimesters.
<b>35</b>	The course is in multiple non-consecutive trimesters
<b>41</b>	The schedule structure is Quarters and the course is in Quarter 1.
<b>42</b>	The course is in Quarter 2.
<b>43</b>	The course is in Quarter 3.
<b>44</b>	The course is in Quarter 4.
<b>45</b>	The course is in multiple consecutive quarters.
<b>46</b>	This course is in multiple non-consecutive quarters.
<b>51</b>	The schedule structure is quinesters and the course is in quinester 1.
<b>52</b>	The course is in quinester 2.
<b>53</b>	The course is in quinester 3.
<b>54</b>	The course is in quinester 4.
<b>55</b>	The course is in quinester 5.
<b>56</b>	The course is in multiple consecutive quinesters.
<b>57</b>	The course is in multiple non-consecutive quinesters.
<b>61</b>	The course is in Mini Term 1.  If the schedule structure is divided up into more than 5 terms, they are considered mini terms.
<b>62</b>	The course is in Mini Term 2.
<b>63</b>	The course is in Mini Term 3.
<b>64</b>	The course is in Mini Term 4.
<b>65</b>	The course is in Mini Term 5.
<b>66</b>	The course is in Mini Term 6.
<b>67</b>	The course is in Mini Term 7.
<b>68</b>	The course is in Mini Term 8.
<b>69</b>	The course is in Mini Term 9.



Code	Description
<b>78</b>	The course is in multiple consecutive Mini Terms.
<b>79</b>	The course is in multiple non-consecutive Mini Terms.
<b>80</b>	The course is part of a calendar that is flagged for Summer School.
<b>90</b>	Intersession

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