

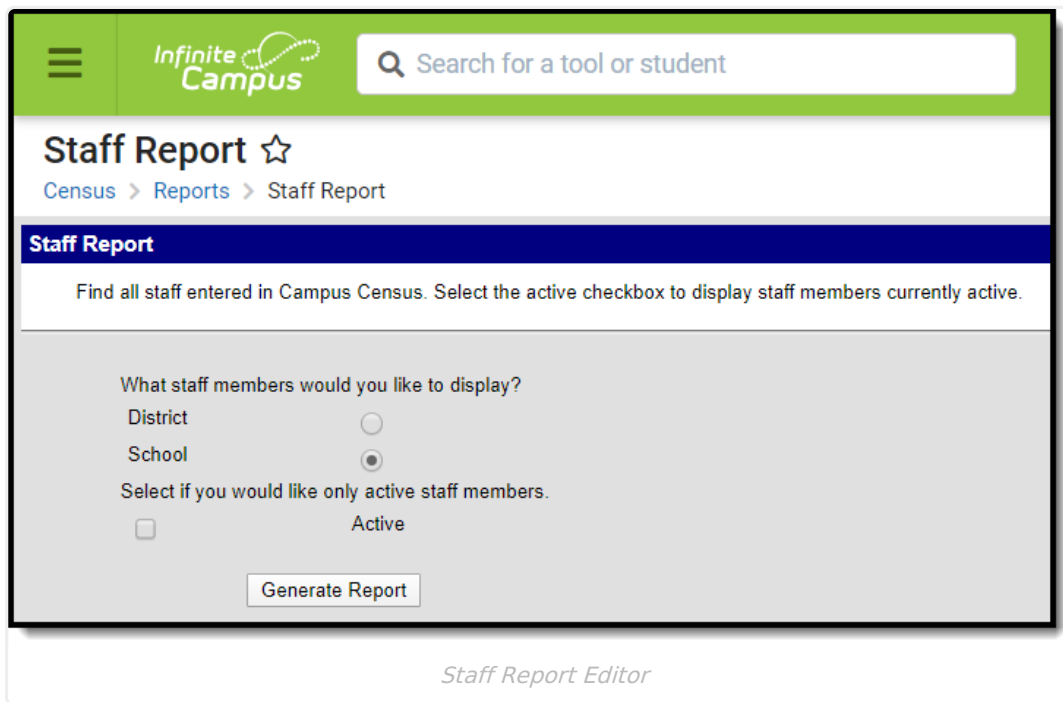
Staff Report

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Staff Report

This Staff Report provides a list of all staff members (based on employment records) entered in Campus. This report looks at district employment and district assignment records in the [Census](#) module.



Staff Report ☆

[Census](#) > [Reports](#) > [Staff Report](#)

Staff Report

Find all staff entered in Campus Census. Select the active checkbox to display staff members currently active.

What staff members would you like to display?

District ☐

School ☒

Select if you would like only active staff members.

☐ Active

[Generate Report](#)

Staff Report Editor

See the [Census Reports Tool Rights](#) article for information about rights needed to use this tool.

Generate the Staff Report

1. Select **District** or **School** employees to display on the report.
2. Mark the **Active** checkbox to only include active staff on the report. To include all staff members, regardless of an end in employment, leave the checkbox empty.
3. Click the **Generate Report** button. The PDF report displays the staff member's name, start and end date, how long the person has been teaching, etc.

| High School 4321 109th Ave NE AnyTown, MN 55409 | | | | Staff Member List | | | | Page 1 of 13 Generated: 07/11/2016 01:04:50 PM | | | |
|---|--------------|-----|-------------|--------------------------|-----------------|---------------|----------------|---|--------|-----------|------------|
| Name | Staff Number | SSN | License Num | Dist. Start Date | Sch. Start Date | Sch. End Date | Years Teaching | Title | Assign | Seniority | Edu. Level |
| Staff, Asher | 123456 | | | 07/01/2015 | 07/01/2015 | | 1.0 | Teacher | Yes | | |
| Staff, Barbara | 234567 | | | 04/01/2015 | 04/01/2015 | | 1.3 | Teacher | Yes | | |
| Staff, Charles | 345678 | | | 08/13/2012 | 08/13/2012 | | | Staff | No | | |
| Staff, Diana | 456789 | | | 11/09/2015 | 11/09/2015 | | | Staff | No | | |
| Staff, Everett | 567890 | | | 03/10/2014 | 03/10/2014 | | | Staff | No | | |
| Staff, Francine | 678901 | | | 08/30/1994 | 08/15/2014 | | | Staff | No | | |
| Staff, George | 789012 | | | 08/27/2012 | 08/19/2013 | | | Staff | No | | |
| Staff, Heather | 890123 | | | 08/19/2013 | 08/19/2013 | | | Staff | No | | |

Staff Report Print - PDF

Report Layout

| Data Element | Description | Campus Interface Location |
|-------------------------------|--|--|
| Name | Reports the Last Name, First Name, Middle Initial of the staff person in alphabetical order. | Census > People > Identities > Identity Information |
| Staff Number | Reports the locally assigned number of the staff person. | Census > People > Demographics > Person Identifiers > Local Staff Number |
| Social Security Number | Reports the Social Security number of the staff person. | Census > People > Identities > Identity Information > Soc Sec Num |
| License Number | Reports the license number of the staff person. | Census > People > District Employment > License Number |
| District Start Date | Reports the date the staff person first began employment at the district. | Census > People > District Employment > Start Date |
| School Start Date | Reports the date the staff person first began the assignment at a particular school. | Census > People > District Assignment > Start Date |
| School End Date | Reports the date the staff person ended the assignment at a particular school. | Census > People > District Assignment > End Date |

| Data Element | Description | Campus Interface Location |
|------------------------|---|---|
| Years Teaching | Reports the number of years the staff person has been teaching. This is a calculated value based on the staff person's school start date and the date on which the report was generated. | N/A |
| Title | Reports the assigned title of the staff person. | Census > People > District Assignment > Title |
| Assign | Reports a value of Yes or No, based on whether the staff person is marked as Teacher (Yes) or not (No). A value of Yes reports when the Teacher checkbox is marked on the District Assignment. A value of No reports when the Teacher checkbox is not marked. | Census > People > District Assignment > Teacher |
| Seniority | Reports the staff person's seniority level. | Census > District Employment > Seniority |
| Education Level | Reports the staff person's level of education. | Census > District Employment > Education |