Maine Staff Course Import

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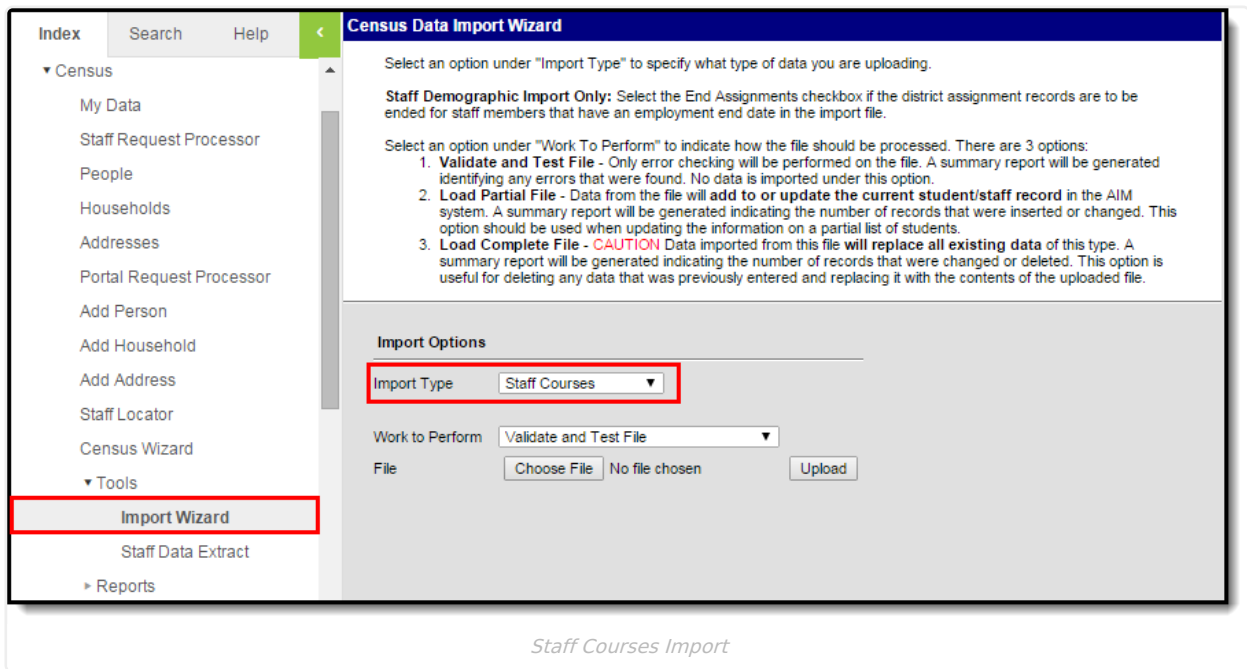
Logic and Validations | Import Layout

Tool Search: Staff Courses Import Type

> This information is specific to Maine users. This tool is available in versions of Infinite Campus in Maine (i.e., Maine Edition, District Edition and State Edition).

The Staff Courses Import includes course section information taught by a particular staff person. Each line in the import represents one course section, which means a staff person may be listed multiple times.

If Year, School Number and Staff State ID exist, a new record for that staff person will be created and matched with the school and year. This import requires the District, School and Calendar fields to be populated in the Campus toolbar.

Staff Courses Import

Logic and Validations

The following represents the logic and validations used in the Staff Course Import.

- Each line represents a course section taught by the staff person.
- If **Year, School Number** and **Staff State ID** are reported, a new record will be created for that staff person within the matched school and year.
- The **District, School** and **Calendar** must be chosen in the Campus toolbar when importing data.

Import Layout

The following table lists the data elements included in the layout.

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Year	End year of the school year for which data is being imported. The following situations will cause an error when importing: • If field is not populated • If field is not in proper format • If year does not match a calendar end year	Numeric, 4 digits YYYY	calendar.year	System Administration > Calendar > Calendar > Calendar > End Date
School Number	State-assigned number associated with the school building. The following situations will cause an error when importing: • If field is not populated • If entry is not a valid school number	Numeric, 4 digits	school.number	System Administration > Resources > School > Number
Staff State ID	Staff person's state-assigned identification number. The following situations will cause an error when importing: • If field is not populated • If entry is not a valid Staff State ID	Numeric, 6 digits	person.stateStaffID	Census > People > Demographics > Person Identifiers

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
State Course Code	State-assigned code/number assigned to the course. A comparison with the fields StateCourseCode and Course.stateCode is done when the import occurs. If the value in the Course State Code matches a value from the Course.stateCode, the value of the Course.stateCode will be imported. The following situations will cause an error when importing: • If field is not populated • If entry is not a valid state course code	Numeric, 15 digits	course.stateCode	Scheduling > Courses > Course > Course > State Code
Course Name	Name of the course. The following situations will cause an error when importing: • If field is not populated	Alphanumeric, 20 characters	course.name	Scheduling > Courses > Course > Name

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Federal Subject	Category of the teaching assignment used for HQ status determination • If the FederalType is three characters, the Course.subjectType will be set to CORE, as will the Course.coreSubject be set to the value in the Federal Subject. • If the FederalType is ELEM, SPED or NA, the Course.subjectType will be set. The following situations will cause an error when importing: ○ If field is not populated ○ If entry is not a valid Federal Subject	Alphanumeric, 3 characters	course.subjectType course.coreSubject	Scheduling > Course > Course > Subject Type
Local Course Number	Number assigned to the course by the district. The following situations will cause an error when importing: • If field is not populated	Numeric, 10 digits	course.number	Scheduling > Courses > Course > Number

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Local Section Number	Number assigned to the section of the course by the district. The following situations will cause an error when importing: • If field is not populated	Numeric, 10 digits	course.section section.number	Scheduling > Courses > Course > Section > Number
Grade Level Code	Indicates the enrolled grade level of students in the course. The following situations will cause an error when importing: • If field is not populated • If entry is not a valid Federal Subject	Alphanumeric, 3 characters	calendar.gradeLevel	Scheduling > Course > Course > Grade
Course Type	Type of course. Options are AP (Advanced Placement) or AL (Alternative Education). The following situations will cause an error when importing: • If field is not populated	Alphanumeric, 2 characters	course.type	Scheduling > Courses > Course > Type
NonHqtReason	Identifies the reason why the teacher is not Highly Qualified to teach the course.	Numeric, 2 digits	course.nonHQTReason	Scheduling > Courses > Course > Non-HQT Reason

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
NonHqtExplanation	If answer to Non-HqtReason is 04, this field is used to note the reason. The following situations will cause an error when importing: • If field is NULL • If NonHqtReason is 04	Alphanumeric, 25 characters	course.nonHQTExplanation	Scheduling > Courses > Course > Non-HQT Explanation