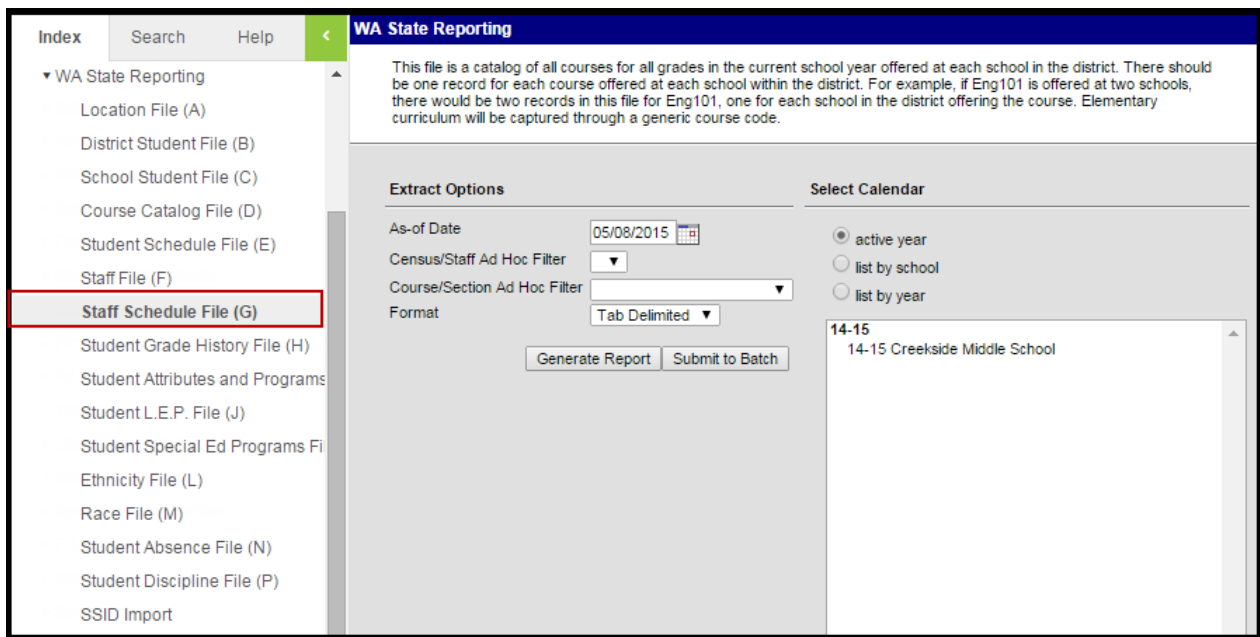# Staff Schedule File (G) Extract (Washington)

Last Modified on 05/14/2025 10:13 am CDT

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PATH: *WA State Reporting > Staff Schedule File (G)*

The Staff Schedule File (G) Extract reports staff schedules in all grades PK-12 for staff members who are teaching a course or assigned to a homeroom in the current school year.

Staff Schedule File (G) Extract Editor

Report Logic

- Reports one record for each staff member assigned to a reportable Course Section in the reporting date range, which is active between the calendar Start Date and the As of Date entered in the extract editor.
- All primary teachers, all other teachers, and all section staff are included in the report who have an active District Assignment selected on the Section > Staff History tab.
  - The section must be offered at least one day in the reporting range.
  - If an active staff assignment is not linked via Section Staff History, a record is not reported for the assignment.
- For a course section to report, it must have a State Course Code, and must have at least one student rostered at least one day in the reporting range.

Generating the Extract

1. Enter an **As of Date**. This field defaults to the current date. Enter a new date in *mmddyy* format or by clicking the calendar icon and selecting a date.

2. Select the **Format** in which the report will generate, *Tab Delimited, CSV,* or *HTML*.
3. Select the **Calendar(s)** to include in the report.
4. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting the report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. The generated extract is available in the Process Inbox For more information about submitting a report to the batch queue, see the Batch Queue article.

Only the header row will report if there are no records reported in the extract.

Staff Schedule File Extract - Tab Delimited

Staff Schedule File Extract - CSV

Staff Schedule File Extract - HTML

Report Layout

Element	Description	Type, Format and Length	Campus Database	Campus Location
School Year	The ending year of the current school year for the school.	Date Field, 4 characters YYYY	Calendar.endDate	System Administration > Calendar > Calendar > End Date
Serving County District Code	The State District Number of the district submitting the report.	Alphanumeric, 5 characters	District.number	System Administration > Resources > District Information > State District Number
Location ID	The State School Number of the school.	Alphanumeric, 4 characters	School.number	System Administration > Resources > School > State School Number
Staff ID	The unique identification code for the staff member, generated by the district.	Alphanumeric, 20 characters	Person.staffNumber	Census > People > Demographics > Person Identifiers > Local Staff Number

Element	Description	Type, Format and Length	Campus Database	Campus Location
Course ID	Reports the concatenated Course number and Section Number separated by a hyphen.	Alphanumeric, 20 characters	Course.number Section.number	Scheduling > Courses > Course > Number; Scheduling > Courses > Section > Number
Section ID	The section number.	Alphanumeric, 20 characters	Section.number	Scheduling > Courses > Section > Number
Term	Identifies the term in which the student takes the course in the school being reported when the posted or manual transcript record is linked to the student's Course Section. If the transcript record is not linked to the student's Course Section, this field reports as null. See the Term Code Field Logic for information regarding logic.	Alphanumeric, 12 characters	Not dynamically stored	Determined based on System Administration > Calendar > Calendar and Scheduling > Courses > Section > Section Schedule Placement
Instruction Start Date	The start date of the staff member's Section > Staff History record. If blank, reports the Start Date of the first Term in which the section is scheduled.	Date field, 10 characters MM/DD/YYYY	Calculated	Scheduling > Courses > Section > Staff History > Start Date

Element	Description	Type, Format and Length	Campus Database	Campus Location
Instruction End Date	The end date of the staff member's Section > Staff History record if it falls within the reporting date range. Otherwise reports as null.	Date field, 10 characters MM/DD/YYYY	Calculated	Scheduling > Courses > Section > Staff History > End Date
Teacher Indicator	The staff member's role in the section. If null, a value of P is reported.	Alphanumeric, 1 character	Teacher.role OR EmploymentAssignment. assignmentCode	Scheduling > Courses > Section > Staff History > Role
Term Start Date	The start date of the first term in which the section is scheduled.	Date field, 10 characters MM/DD/YYYY	Calculated	Determined based on System Administration > Calendar > Calendar > Terms > Start Date and Scheduling > Courses > Section > Section Schedule Placement
Term End Date	The end date of the last term in which the section is scheduled. Otherwise reports as null.	Date field, 10 characters MM/DD/YYYY	Calculated	Determined based on System Administration > Calendar > Calendar > Terms > End Date and Scheduling > Courses > Section > Section Schedule Placement

Term Code Field Logic

The reported value is derived from all class records, including those scheduled during non-instructional periods.

Regular Calendars set up in Quarters use the following logic:

- If the section is 1 quarter long and:
  - scheduled first quarter, **Q1** is reported.
  - scheduled second quarter, **Q2** is reported.
  - scheduled third quarter, **Q3** is reported.
  - scheduled fourth quarter, **Q4** is reported.
- If the section is 2 quarters long and:
  - scheduled quarters 1 and 2, **SEM1** is reported.
  - scheduled quarters 3 and 4, **SEM2** is reported.

Regular Calendars set up in Trimesters use the following logic:

- Sections within the first 12 week session (Trimester), **TRI1** is reported.
- Sections within the second 12 week session (Trimester), **TRI2** is reported.
- Sections within the third 12 week session (Trimester), **TRI3** is reported.

Regular Calendars set up in six 6-week terms use the following logic:

- Appears scheduled the 1st six week session, **SIXWKT1** is reported.
- Appears scheduled the 2nd six week session, **SIXWKT2** is reported.
- Appears scheduled the 3rd six week session, **SIXWKT3** is reported.
- Appears scheduled the 4th six week session, **SIXWKT4** is reported.
- Appears scheduled the 5th six week session, **SIXWKT5** is reported.
- Appears scheduled the last six week session, **SIXWKT6** is reported.

If a regular calendar is used and the course/section is scheduled all year without being a Summer Calendar the following logic is used:

- Regardless of the regular calendar set up, **ALLYR** is reported.

If a Summer Calendar is used, the following logic applies:

- If the course is in either the first session of a two session summer program or the only session of a single session summer program, **SUM1** is reported.
- If the course is in the second session of a two-session summer program, **SUM2** is reported.

If a calendar set-up does not meet any other term definition, **OTHER** is reported.