

CP (Certified Positions Extract) (Indiana)

Last Modified on 03/11/2024 8:44 am CDT

This report is no longer supported or updated by Infinite Campus. The flat file reports will remain available in the Infinite Campus system until the 2023-2024 school year. Schools can continue to use the flat file reports as needed until then, but Infinite Campus no longer provides any support.

[Data Exchange](#) was designated as the sole source of truth for all data for the purposes of required reports beginning with the 2021-2022 school year. Please refer to the [Indiana Ed-Fi](#) documentation for additional information about current state reporting practices / procedures using the Data Exchange Ed-Fi System.

[Report Logic](#) | [Report Editor Details](#) | [Certified Positions Report Layout](#)

PATH: [IN State Reporting](#) > [CP](#)

The Certified Positions Extract gathers the positions of certified employees during the calendars and date(s) indicated. This data is collected for federal and state reporting, for monitoring various programs, and for use in the Annual Performance Report.

The screenshot shows the 'Certified Positions Extract' report configuration page. On the left is a navigation menu with 'CP' selected under 'IN State Reporting'. The main area contains 'Extract Options' with fields for 'Collection Period' (Collection 1), 'Start Date', 'End Date', 'Ad Hoc Filter(Course)', 'Ad Hoc Filter(Staff)', and 'Format' (Comma Separated). There are 'Generate Extract' and 'Submit to Batch' buttons. The 'Select Calendars' section asks 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year', 'list by school', and 'list by year'. A list of calendars for '15-16' is shown, including AD 15-16, AR 15-16, BH 15-16, EV 15-16, EXP 15-16, FC 15-16, KI ES 15-16, ME 15-16, MW 15-16, PK 15-16, REG 15-16, RS 15-16, SC 15-16, SS 15-16, and TC 15-16. Below this is a 'Refresh' button, a 'Show top 50 tasks submitted between 01/04/2016 and 01/11/2016' filter, and a 'Batch Queue List' table.

Queued Time	Report Title	Status	Download
01/08/2016 10:21:59 AM	Certified Positions Extract	Completed	Get the report

Certified Positions Extract

Report Logic

The following logic applies to the Certified Positions Extract:

- Only staff marked *02: Certified* in the Type field on the [District Assignment](#) tab report.
- When a Report Date Range is entered in the extract editor, the extract considers all Certified Staff who have an active District Assignment and an active District Employment record during the date range.
- If any of the District Assignment dates are NULL, the report uses the section schedule placement to determine whether the teacher was active during the extract editor dates.
- When a Report Date Range is not entered in the extract editor, the extract considers all Certified Staff who have an active District Assignment and an active District Employment at any time during the calendars selected.
- ANY staff member meeting the above criteria will report, however only columns 1-4 will be populated. To populate the other data elements, the following must be true:
 - Teachers must have a District Assignment tied an active course and section (i.e., Course > Section > Section Staff History > District Assignment dropdown list is NOT null).
 - The section dates must be within the start and end dates selected on the extract editor.
 - At least one student must be registered into the section.
 - The course must be tied to a state reported grading task.
- A record reports for every Certified District Assignment that meets ANY of the previous requirements. If a staff member has multiple Certified District Assignments that meet the requirements and/or are tied to multiple sections, multiple records report.
- **Collection 2 ONLY**
 - If a section is not active within the start and end date selected on the extract editor but a student has a transcript entry posted for that course section with a secondary credit, then the teacher and section information report.

Report Editor Details

The following table defines the fields available on the Certified Positions Extract Editor.

Editor Field	Description
Collection Period	This field includes the following options: <ul style="list-style-type: none"> • Collection 1. Collection 1 is normally collected in early December through early February. • Collection 2. Collection 2 is normally collected early May through the middle of June.
Start Date/ End Date	The earliest and latest dates from which data is pulled for the report.
Ad Hoc Filter (Course)	Select an Ad Hoc Filter to limit report results to specific Courses/Sections.
Ad Hoc Filter (Staff)	Select an Ad Hoc Filter to limit report results to specific Staff members.

Editor Field	Description
Format	The format in which the report will generate. Options include HTML, Comma Separated and XML.
Calendar(s)	The calendar(s) from which data is pulled for the report. Calendars can be sorted by active year, by school or by year.
Generate Extract/ Submit to Batch	The report can be marked to generate immediately using the Generate Extract button or can be marked to generate at a later time using the Submit to Batch button. See the Batch Queue article for additional guidance.

Certified Positions Report Layout

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Application
1	Corp Number	The district's identification number.	Numeric, 4 digits	District.number	System Administration > Resources > District Information > State District Number
2	School Number	The school's identification number.	Numeric, 4 digits	School.number	System Administration > Resources > School > State School Number
3	School Personnel Number	A code assigned and maintained by the local school district that is unique for each staff member.	Numeric, 8 digits	Person.staffStateID	Census > People > Demographics > Staff State ID

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Application
4	Subject	The Course State Code of the course being taught by primary and secondary teachers who have a district assignment OR the Non-Teaching Personnel Subject Code for certified staff who do not have a district assignment. See options in the following Non-Teaching Personnel Subject Code Options table.	Numeric, 4 digits	Course.stateCode	Scheduling > Course > Course > State Code OR Census > People > District Assignment > Non-Teaching Personnel Subject Code
5	Class ID	The Course number and Section number of the course. Reports as NA for non-teaching personnel.	Alphanumeric, 20 characters	Course.number Section.number	Scheduling > Courses > Course > Number; Scheduling > Courses > Section > Number

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Application
6	Special Education Classroom Setting	<p>The title assigned to the staff member. Campus first reports the Role from the Staff History Detail. If the role is not set in the Staff History section, Campus reports the code associated with the teacher's District Assignment Title. If the certified staff member does not have a Code value associated with their Title, this field reports zero "0."</p> <p>See options in the following Staff Title Options table.</p>	Numeric, 3 digits	<p>Employment Assignment.title</p> <p>Employment.Assignment.titleCode</p>	<p>Scheduling > Courses > Section > Staff History Census > People > District Assignment > Title AND System Administration > Custom > Attribute/Dictionary > EmploymentAssignment > Title</p>

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Application
7	Special Education Area	<p>The area of specialization of a special education class. This field first consults the SPED Area selected on the Section tab, then the Course tab. If both of those values are NULL, reports the Primary Teacher and/or Teachers who have a Special Education Classroom Setting of 1-7. Otherwise, reports blank.</p> <p>See options in the following Special Education Area Options table.</p>	Numeric, 4 digits	Section.spedArea	<p>Scheduling > Courses > Section > Sped Area</p> <p>Scheduling > Courses > Course > Sped Area</p>
8	Class Instruction	<p>Indicates if the course is taught by two or more teachers or by a computer program. The teacher must have a District Assignment on the Section that is tied to an Assignment which indicates the teacher as Certified Teacher. Options are:</p> <ul style="list-style-type: none"> 0: When the 	Numeric, 1 digit	Calculated, not dynamically stored	<p>Scheduling > Courses > Section AND Census > People > District Assignment</p> <p>Scheduling > Courses > Course Editor > Online Learning</p>

#	Element Name	Description teacher's District Assignment has a value	Type, Format and Length	Campus Database	Campus Application
		<p>in "Non-Teaching Personnel Subject Code"and does not meet the above criteria.</p> <ul style="list-style-type: none"> • 1: When the section has Primary Teacher (and Secondary Teacher, if applicable) that meet the above criteria. • 2: When the Primary Teacher meets the above criteria and if a Secondary Teacher exists, that teacher does not meet the above criteria. • 3: When Computer Program is selected in the Online learning field on the Course or Section. When it's selected on a Course, all students 			

#	Element Name	Description in all sections of the course report.	Type, Format and Length	Campus Database	Campus Application
		When it's selected on a section, all students in the one section report.			

Non-Teaching Personnel Subject Code Options

Code	Description
0002	Elementary School Principal
0004	Junior High or Middle School Principal
0006	High School or Combined Principal
0008	Elementary School Asst or Vice Principal
0010	Jr High or Middle Sch Asst or Vice Principal
0012	High School Asst or Vice Principal
0014	Jr High or Middle School Dean
0016	Secondary Dean
0018	Elementary or Middle School Principal (KG-08)
0050	Asst Supt - Pupil Personnel
0052	Asst Supt - Special Services
0054	Attendance Officer
0056	Audio-Visual Specialist (Not Supervisory)
0058	Director of Attendance
0060	Director of Data Processing
0062	Director of Federal Programs
0064	Director of Guidance
0066	Director of Health Services
0068	Director of Human Relations
0070	Director of Publicity and Communications
0072	Director of School Lunch
0074	Director of Special Services

Code	Description
0076	Director of Testing, Evaluation, or Research
0078	Director of Transportation
0080	Due Process Hearing Examiner
0082	Educational Audiologist
0084	Guidance Counselor (K-6)
0086	Guidance Counselor (7-12)
0088	Nurse
0090	Occupational Therapist
0092	Other Certified Employee - Pupil Personnel
0094	Other Certified Employee - Special Services
0096	Other Therapist (Not Speech, Hearing, Language)
0098	Physical Therapist
0100	Psychologist
0102	Psychometrist
0104	School Librarian
0106	Social Worker
0108	Student Placement Office
0150	Asst Supt - Instruction or Curriculum
0152	Adult Education or Ext. Services
0154	Art
0156	Athletic Coach (All Grades)
0158	Audio-Video Education
0160	Business
0162	Computer Coordinator
0164	Curriculum
0166	Educ Television or Radio
0168	Elementary Education
0172	High Ability
0174	Health, PE, Safety, Rec, system-wide Athl Dir
0176	Language Arts or Reading
0178	Library or Instructional Media

Code	Description
0180	Mathematics
0182	Music
0184	Other - Instruction or Curriculum
0186	Science
0188	Secondary Education
0190	Social Studies
0192	Special Education
0194	Vocational Disciplines
0196	Vocational Education
0198	Technology Education
0200	Alternate Program
0250	Administrative Assistant to the Supt
0252	Asst Supt - Building and Grounds
0254	Asst Supt - Business & Finance or Business Manager
0256	Asst Supt - Staff Personnel
0258	Director or Budget Manager and Accounting
0260	Dir Maintenance and Repairs
0262	Dir Planning or Construction
0264	Director of Purchasing
0266	Dir of Staff Personnel or Relations
0268	Other Assistant Superintendent
0270	Other Certified Employee - Budget and Finance
0272	Other Certified Employee - Buildings and Grounds
0274	Other Certified Employee - Staff Personnel
0300	Local Superintendent
0302	County Superintendent (Townships NOT Reorganized)
1070	World Language (formerly Foreign Language)
1199	Department Chair (English)
1599	Department Chair (Social Studies)
2199	Department Chair (World Language)

Code	Description
2599	Department Chair (Mathematics)
3199	Department Chair (Science)
3599	Department Chair (Physical Education)
4099	Department Chair (Art)
4299	Department Chair (Music)
4599	Department Chair (Business & Info Technology Ed)
4799	Department Chair (Technology Education)
5999	Department Chair (Career and Technology Education)
6099	Department Chair (Special Education)
6599	Department Chair (High Ability)
7099	Department Chair (At Risk)

Staff Title Options

Code	Description
0	Not a Special Education teacher
1	Core Academic Elementary School Teacher
2	Core Academic Junior High, Middle or Secondary Teacher
3	Team Teaching
4	Co-Teacher
5	Consultant Teacher
6	Resource Room Teacher
7	Non-Core Academic Instruction Teacher

Special Education Area Options

Code	Description
6028	Autism Spectrum Disorder
6020	Combined Class
6000	Communication Disorder (Speech & Hearing)
6034	Developmental Delay (Ages 3-5A only)
6026	Dual Sensory Impairment

Code	Description
6024	Emotional Disability - All Other
6016	Emotional Disability - Full-time
6002	Hearing Impairment
6004	Learning Disability
6006	Mild Mental Disability
6008	Moderate Mental Disability
6012	Multiple Disabilities
6014	Orthopedic Impairment
6032	Other Health Impairment
6010	Severe Mental
6030	Traumatic Brain Injury
6018	Visual Impairment
