

STAR LB Extract (Minnesota)

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

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Tool Search: STAR LB Extract

The STAR LB Extract reports details concerning course sections, students enrolled in those sections, and staff member's District Assignment data.

STAR LB Extract ☆

MN STAR LB State Extract

This tool will extract data to complete the MN State-defined STAR LB reporting extract. Choose the State Format to get the file in the state defined file format, otherwise choose one of the several testing/debugging formats. When the snapshot date is in the first or last week of a term, rely on the Period Count Override field on the section to ensure accurate period_count results.

Extract Options

Snapshot Date: 07/11/2025

Format: State Format(Fixed width)

Include non-licensed staff (displays license number as '0000000')

Exclude assignment codes starting w/999

Include sections with no roster

Show person id

Staff Ad Hoc Filter:

Select Calendars

- East Middle School 24-25
- ECFE Friday 24-25
- ECFE M & W 24-25
- ECFE Monday 24-25
- ECFE Thursday 24-25
- ECFE Tuesday 24-25
- ECFE Wednesday 24-25
- Elkhorn School 24-25
- ESY M&W 24-25
- ESY M-Th 24-25
- ESY Spec-E 24-25
- ESY T&Th 24-25
- High School 24-25

CTRL-click and SHIFT-click for multiple

Refresh Show top 50 tasks submitted between 07/11/2025 and 07/18/2025

Batch Queue List	Queued Time	Report Title	Status	Download

STAR LB Extract Editor

Report Logic

This extract functions as a combination of two different reporting structures, pulling data for both Course Assignment and Administrative Assignment. The same fields are pulled for both reports, but the logic differs for five fields, **sac**, **grade_level**, **period_count**, **period_time** and **total_pupils**. The differences in logic for these fields are detailed in the Report Layout table. Inclusion in the report relies on the **sac** field, determined by State Code in the Course editor for Course Assignment and Assignment Code on a staff member's District Assignment for Administrative Assignment. Rows which represent Course data will include a value in **section_number**, District Assignment rows will not.

- The STAR LB Extract reports sections taught on the snapshot date, with additional records for multiple teachers or grade levels. Sections must be scheduled into an instructional period to report.
- State Code must be populated in the Course Editor for a section to report in this extract.
- Courses marked as Exclude from State Reporting or not marked as Active are not reported.
- When multiple grade levels are combined in the same section, total_pupils and period_count are divided by the sum of the grade levels enrolled.
- A teacher is reported if that teacher has an active [District Assignment](#) on the Snapshot Date.
- Staff members with a Role of NR will not report.
- If a staff member is assigned to a course that does not meet the reporting criteria for a course

assignment record, a single administrative record reports for the District Assignment.

HR or District Assignment - Course Tied to an Assignment

- Reports a record for each section taught on the Snapshot Date, including multiple records for multiple teachers assigned to a section A staff member can have more than one record reported per Assignment Code.
- STAR Assignment Code must be populated in the Course Editor to be included in the report.

HR Assignment - No Course Tied to an Assignment

- To report, the Work Assignment must be active on the Snapshot Date, with multiple records reporting if necessary.
- A Work Assignment must have a State Position Code/Title populated to report.
- Work Assignments will report based on Work Location. Multiple Work Locations will trigger multiple records.
- License Number must be entered and active to report. The most recent entry will report if multiple exist.

District Assignment - No Course Tied to an Assignment

- Reports a record if Assignment Code is entered, with multiple records for multiple District Assignments.
- To report, a District Assignment must be active on the Snapshot Date.
- License Number must be entered and active on the Snapshot Date for a record to be reported.

Report Editor Details

Editor Field	Description
Snapshot Date	The date on which sections must be active to report in the extract.
Previous Snapshot Date	The last time the report was generated to be submitted.
Format	The format in which the report will generate. Options include State Format (Fixed Width), CSV, XML and HTML. CSV, XML and HTML formats are used for data review and verification, while State Format should be used when submitting reports to the state.
Include non-licensed staff	This checkbox indicates that staff who do not have license numbers should still appear on the report. License number will display as '000000'.
Exclude assignment codes starting with 999	This checkbox indicates that Assignment Codes that begin with 999 should be excluded.

Editor Field	Description
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Include Sections with No Roster	This checkbox indicates that sections with no students enrolled in them should still appear on the report.
Show Person ID	This checkbox indicates that teachers' Person IDs, Last Names and First Names should appear on the report. This information is not required by the state and therefore State Format does not appear as a format option when this checkbox is marked.
Include Social Security Number	This checkbox indicates that Social Security numbers of individuals reported will be included in the extract.
Staff Ad Hoc Filter	Limits staff records reported to those that meet the parameters of an existing Ad hoc Filter .
Calendar(s)	The calendar(s) from which data is pulled for the report.

Generating the Extract

1. Enter a **Snapshot Date** in *mmddyyyy* format or by clicking the calendar icon.
2. Enter a **Previous Snapshot Date** in *mmddyyyy* format or by clicking the calendar icon, if desired.
3. Select the **Format** in which the report should generate.
4. Indicate if **Non-licensed Staff** should be included in the report.
5. Indicate if **Assignment Codes Starting with 999** should be excluded from the report.
6. Indicate if **Sections with No Roster** should be included in the report.
7. Indicate if the report should **Show Person IDs**.
8. Indicate if the report should **Include Social Security Numbers**.
9. Select a **Student Ad Hoc Filter** to limit report results to a pre-defined filter.
10. Select the **Calendar(s)** to be included in the report.
11. Click the **Generate Extract** button 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 an extract 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. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

LB028133-1.STAR11 - Notepad	
File Edit Format View Help	
LB02813312345605000000000000890600	0000000000000000-1
LB0281332345670500000000000890600	0000000000000000-10
LB0281333456780500000000000890600	0000000000000000-11
LB0281334568790500000000000890600	0000000000000000-12
LB0281335678900500000000000890600	0000000000000000-12
LB028133678901050000000000089060012025000000010000-13	
LB0281337890120500000000000890600	0000000000000000-14

STAR LB Extract - State Format (Fixed Width)

A	B	C	D	E	F	G	H	I	J	K	L	M	
1	record_ty	district_n	district_ty	file_num	school_nu	soc_sec_n	sac	grade_lev	mode	period_c	period_tir	zerofill	total_pup
2	LB	281	33	123456	50	0	890600		0	0	0	0	0
3	LB	281	33	234567	50	0	890600		0	0	0	0	0
4	LB	281	33	345678	50	0	890600		0	0	0	0	0
5	LB	281	33	456789	50	0	890600		0	0	0	0	0
6	LB	281	33	678901	50	0	890600		0	0	0	0	0
7	LB	281	33	789012	50	0	890600	12	0	25	0	0	1
8	LB	281	33	890123	50	0	890600		0	0	0	0	0
9	LB	281	33	901234	50	0	890600		0	0	0	0	0

STAR LB Extract - CSV Format

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- <ExtractSTARFile>
  - <Extract name="STAR LB File">
    <record record_type="LB" district_num="0281" district_type="33" file_number="123456" school_num="050" soc_sec_num="000000000" sac="890600" grade_level=" " mode="0" period_count="00" period_time="000" zerofill="00" total_pupils="000" section_number="0000-1" filler=" "/>
    <record record_type="LB" district_num="0281" district_type="33" file_number="234567" school_num="050" soc_sec_num="000000000" sac="890600" grade_level=" " mode="0" period_count="00" period_time="000" zerofill="00" total_pupils="000" section_number="0000-10" filler=" "/>
    <record record_type="LB" district_num="0281" district_type="33" file_number="345678" school_num="050" soc_sec_num="000000000" sac="890600" grade_level=" " mode="0" period_count="00" period_time="000" zerofill="00" total_pupils="000" section_number="0000-11" filler=" "/>
    <record record_type="LB" district_num="0281" district_type="33" file_number="456789" school_num="050" soc_sec_num="000000000" sac="890600" grade_level=" " mode="0" period_count="00" period_time="000" zerofill="00" total_pupils="000" section_number="0000-12" filler=" "/>
    <record record_type="LB" district_num="0281" district_type="33" file_number="567890" school_num="050" soc_sec_num="000000000" sac="890600" grade_level=" " mode="0" period_count="00" period_time="000" zerofill="00" total_pupils="000" section_number="0000-12" filler=" "/>
  
```

STAR LB Extract - XML Format

STAR LB File Records: 1864														
record_type	district_num	district_type	file_number	school_num	soc_sec_num	sac	grade_level	mode	period_count	period_time	zerofill	total_pupils	section_number	filler
LB	0281	33	123456	050	000000000	890600		0	00	000	00	000	0000-1	
LB	0281	33	234567	050	000000000	890600		0	00	000	00	000	0000-10	
LB	0281	33	345678	050	000000000	890600		0	00	000	00	000	0000-11	
LB	0281	33	456789	050	000000000	890600		0	00	000	00	000	0000-12	
LB	0281	33	567890	050	000000000	890600		0	00	000	00	000	0000-12	
LB	0281	33	678901	050	000000000	890600	12	0	25	000	00	001	0000-13	

STAR LB Extract - HTML Format

STAR LB Extract Layout

Element Name	Description & Format	Campus Location

Element Name	Description & Format	Campus Location
teacher_personID	<p>The identification number of the teacher of the section.</p> <p>Conditional on Show person ID being selected in the extract editor. Used for data verification purposes.</p> <p><i>Numeric, 6 digits</i></p>	<p>Census > People > Demographics > Staff State ID</p> <p>Person.staffStateID</p>
teacher_last_name	<p>Last name of the teacher of the section.</p> <p>Conditional on Show person ID being selected in the extract editor. Used for data verification purposes.</p> <p><i>Alphanumeric, 40 characters</i></p>	<p>Census > People > Demographics > Last Name</p> <p>Identity.lastName</p>
teacher_first_name	<p>First name of the teacher of the section.</p> <p>Conditional on Show person ID being selected in the extract editor. Used for data verification purposes.</p> <p><i>Alphanumeric, 35 characters</i></p>	<p>Census > People > Demographics > First Name</p> <p>Identity.firstName</p>

Element Name	Description & Format	Campus Location
record_type	<p>The type of record being report. Always reports as LB.</p> <p><i>Alphabetic, 2 characters</i></p>	Not dynamically stored
district_num	<p>The identification number of the reporting district.</p> <p><i>Numeric, 4 digits</i></p>	<p>System Administration > Resources > District Information > State District Number</p> <p>District.number</p>
district_type	<p>The code that identifies the type of school district.</p> <p><i>Numeric, 2 digits</i></p>	<p>System Administration > Resources > District Information > Type</p> <p>District.type</p>
file_number	<p>The license number of the staff member.</p> <p>If Type is License, reports Number, If more than one License exists, reports the most recent prior to the Snapshot Date. Otherwise, reports License Number.</p> <p><i>Numeric, 7 digits</i></p>	<p>Census > People > District Employment > License Number</p> <p>Employment.licenseNumber</p>
school_num	<p>The identification number of the school.</p> <p><i>Numeric, 3 digits</i></p>	<p>System Administration > Resources > School > State School Number</p> <p>School.number</p>
soc_sec_num	Reports as 000000000	N/A

Element Name	Description & Format	Campus Location
sac	<p>This field depends on whether a Course Assignment or Administrative Assignment report is being generated.</p> <p>Course Assignment (CA): The MDE code that describes the course.</p> <p>Administrative Assignment (AA): The MDE code that describes the function of the staff member assigned to teach.</p> <p><i>Numeric, 6 digits</i></p>	<p>CA: Scheduling > Courses > STAR Assignment Code</p> <p>AA: Census > People > District > Assignments > Assignment Code</p> <p>CA: Course.starAssignmentCode</p> <p>AA: EmploymentAssignment.assignmentCode</p>

Element Name	Description & Format	Campus Location
grade_level	<p>This field depends on whether a Course Assignment or Administrative Assignment report is being generated.</p> <p>Course Assignment (CA): The grade level being taught in the course.</p> <p>Administrative Assignment (AA): The grade level being taught indicated by the District Assignment. Reports the STAR Grade Level Override if entered or as 99 if null.</p>	<p>CA: Scheduling > Course > Course > Course Grade Code</p> <p>AA: Census > People > District Assignment > STAR Grade Level Override</p> <p>CA: Course.grade</p> <p>AA: HREmploymentAssignment.STARGradeLevelOverride EmploymentAssignment.STARGradeLevelOverride</p>
mode	<p>Code indicating an alternative mode of instruction.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census > People > District Assignments > Teaching Mode</p> <p>Scheduling > Course > Section > Primary Teaching Mode Override AND Non-Primary Teaching Mode Override</p> <p>EmploymentAssignment. mode</p>

Element Name	Description & Format	Campus Location
period_count	<p>This field depends on whether a Course Assignment or Administrative Assignment report is being generated.</p> <p>Course Assignment (CA): The number of periods that meet each week. Reports Period Count Override. If NULL, reports Period Count. If NULL, counts the number of distinct periods taught per week (average of two weeks), excluding days with Day events. When periods with no students are reported period count = 00.</p> <p>Administrative Assignment (AA): The number of periods each week. Reports the FTE of Assignment x 30. If FTE of Assignment is NULL, reports 30.</p> <p><i>Numeric, 2 digits</i></p>	<p>CA: Scheduling > Course > Section > Section ID > Section Schedule Placement AND Scheduling > Course > Course > Period Count AND Scheduling > Course > Section > Period Count Override</p> <p>AA: Census > People > District Assignment > FTE of Assignment</p> <p>Calculated, not dynamically stored</p>

Element Name	Description & Format	Campus Location
period_time	<p>This field depends on whether a Course Assignment or Administrative Assignment report is being generated.</p> <p>Course Assignment (CA): The length of minutes in a period of the course. Reports Period Minutes Override. If NULL, reports Period Minutes. If NULL, reports total minutes of section taught.</p> <p>Administrative Assignment (AA): Always reports as 000</p> <p><i>Numeric, 3 digits</i></p>	<p>CA: System Administration > Calendar > Periods AND Scheduling > Courses > Section > Section ID > Section Schedule Placement AND Scheduling > Course > Course > Period Minutes AND Scheduling > Course > Section > Period Minutes Override</p> <p>AA: Not dynamically stored</p> <p>Calculated, not dynamically stored</p>
filler	00	N/A
total_pupils	Reports as 000.	N/A
section_number	<p>The course and section number of the section being reported.</p> <p><i>Numeric, 10 digits, Course#-Section#</i></p>	<p>Scheduling > Course > Course > Number AND Scheduling > Course > Section > Number</p> <p>Course.number Section.number</p>
filler	Reports as 84 0's.	N/A

