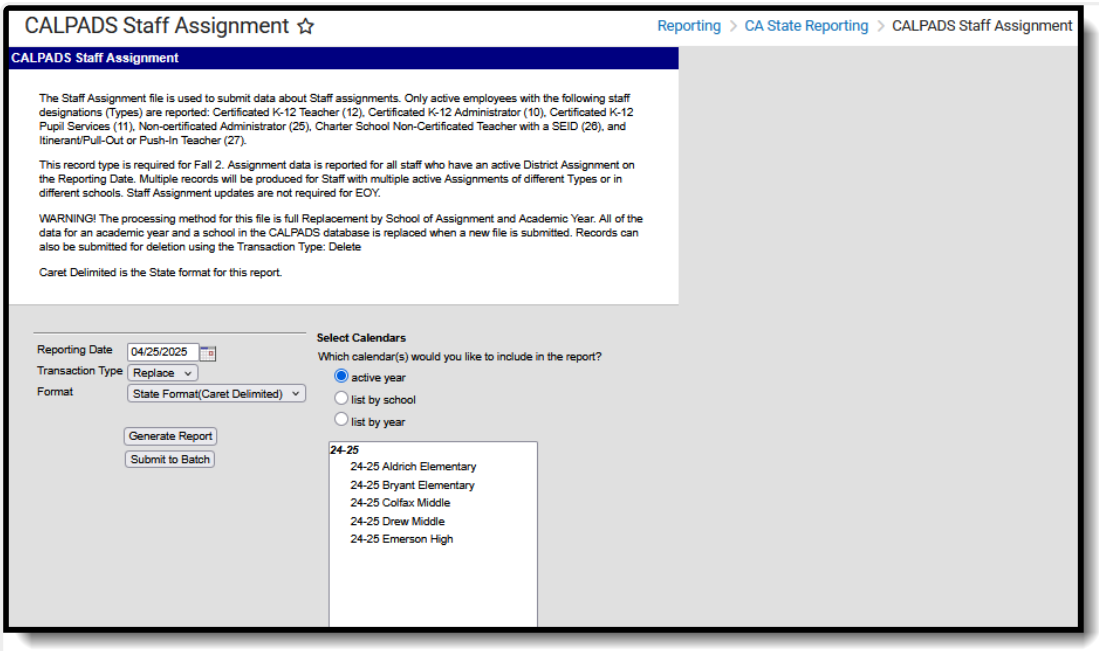
CALPADS Staff Assignment (SASS)

Last Modified on 11/12/2026 3:19 pm CST

Path: Reporting > CA State Reporting > CALPADS Staff Assignment

The Staff Assignment file is used to submit data about staff teaching assignments. This information is reported for all certificated staff (Type 10, 11, 12, 13, 14, 25, 26, 27) who are actively employed on Information Day. Staff members must have a SEID, but staff with a SEID = 9999999999 do not report. Multiple records may be submitted when the staff person has multiple assignments in different schools or different Types.



CALPADS Staff Assignment

Report Logic

All staff who have an active District Employment record and an active District Assignment record with Type = 10, 11, 12, 13, 14, 25, 26, or 27 on the reporting date are included.

- Staff must have a Staff State ID (SEID) in Census > Demographics > Person Identifiers that is not blank or 9999999999.
- Multiple records should be submitted when a staff member has multiple District Assignments with different Type codes. (One record per Type code per School. A staff person with three District Assignments with Type 13 in the same School reports one record. A staff person with one District Assignment with Type 13 and one with Type 11 reports two records).
- Submit Multiple records when a staff member has multiple District Assignments with the same Type code in different schools.
- In Field 14, the FTE for all active assignments at a school with the same Type is summed for reporting purposes. When the staff person has multiple District Assignments with Types 10, 11, or 14, the Non-Classroom Assignment Codes from all appropriate district assignments are reported in Fields 15-21, up to a total of seven unique codes in all district assignments for a

given Type.

Staff are not reported when the Exclude checkbox is marked on the staff person's District Assignment record.

This is a FULL REPLACEMENT file. This means that when a file is submitted/posted to CALPADS, and a later file with the same School of Assignment and Academic Year is submitted/posted, the records from the second file *are replaced*, rather than updated or added to, the records from the first file.

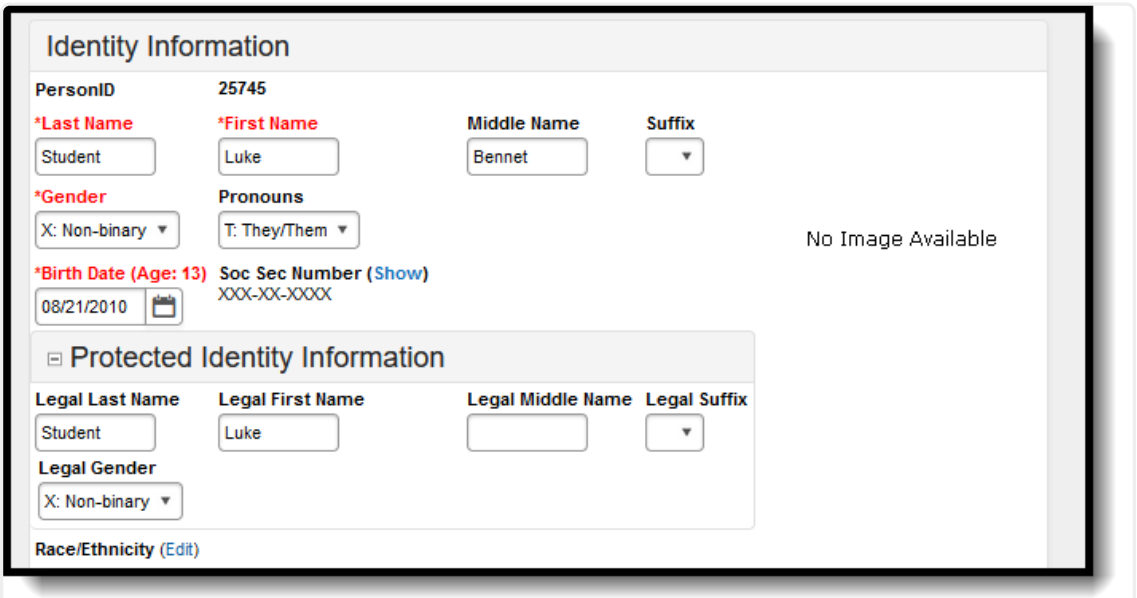
Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female, X: Non-binary. This is done on the Identities tool and/or the Demographics tool.

CALPADS Extracts use the Legal Gender field included in the Protected Identity Information to report student and staff identity information.

To record a gender of X: Non-binary, on the Identities tool:

1. Assign the **Gender of X: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** of M: Male, F: Female, or X: Non-binary.
3. Save the record when finished.



Gender and Legal Gender Assignment

Validate SASS Data

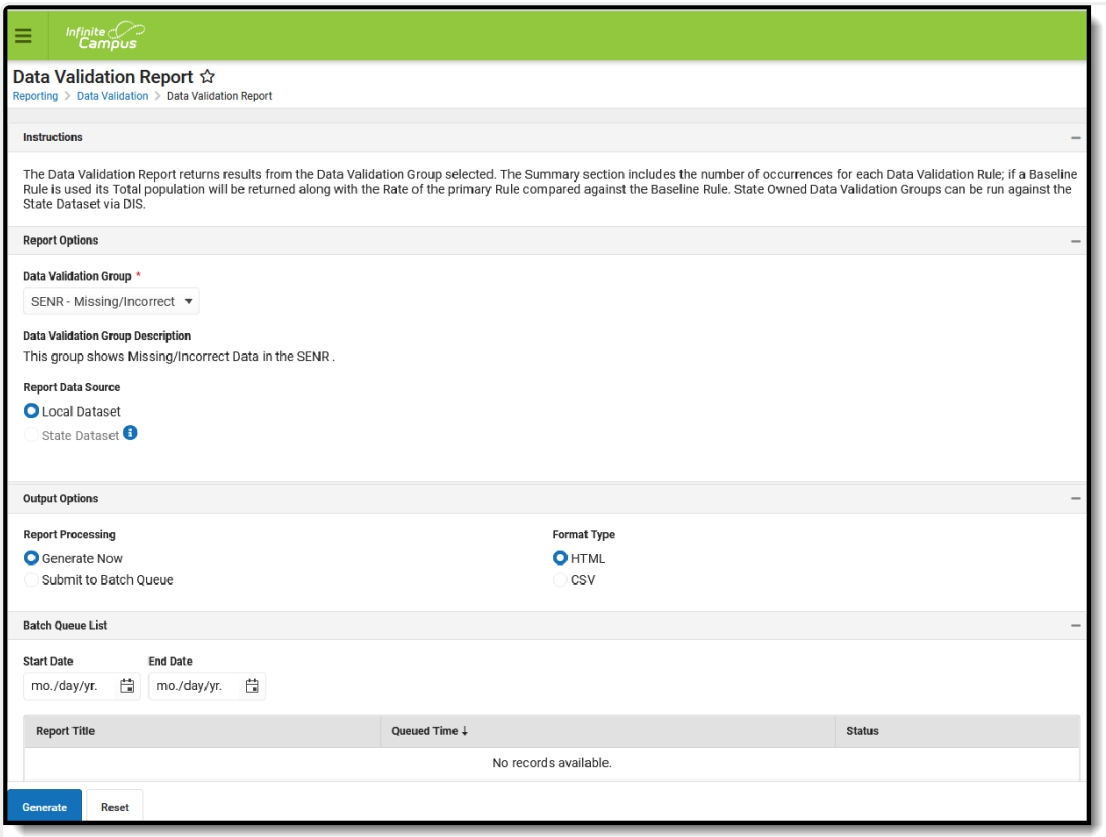
Use the Data Validation Report to correct any student data prior to the submitting the CALPADS file to the state. Validation Groups and Validation Rules are provided by Infinite Campus for a specific CALPADS extract (listed below). These groups are used to return certain rules assigned to each group.

- CALPADS SSID Enrollment
- CALPADS Student Information
- CALPADS Student Programs
- CALPADS Student English Language Acquisition
- CALPADS Student Discipline
  - Student Incident File
  - Student Incident Result File
  - Student Offense File
- CALPADS Staff Demographics
- CALPADS Staff Assignments
- CALPADS Course Section
- CALPADS Student Course Section
- CALPADS Work-Based Learning
- CALPADS Postsecondary Status Summary

Modifications to the Validation Rules and Validation Groups can be made if your district has purchased the Campus Analytics Suite; otherwise, they are read-only.

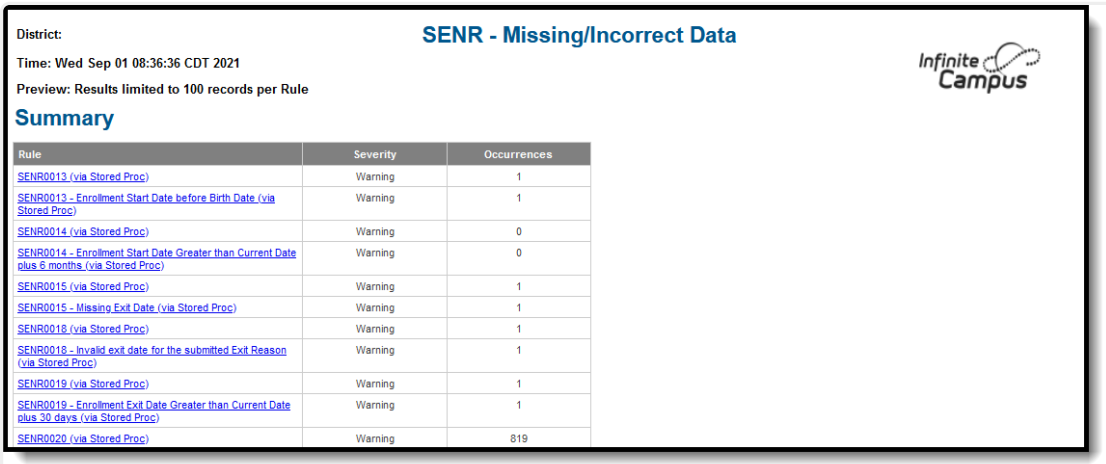
Users can select the **Missing or Incorrect Data** Validation Group, which returns any missing or incorrect data that is reported in the CALPADS Extract, like a missing enrollment exit reason or an incorrect date, for example.

Note that examples refer to CALPADS SENR.



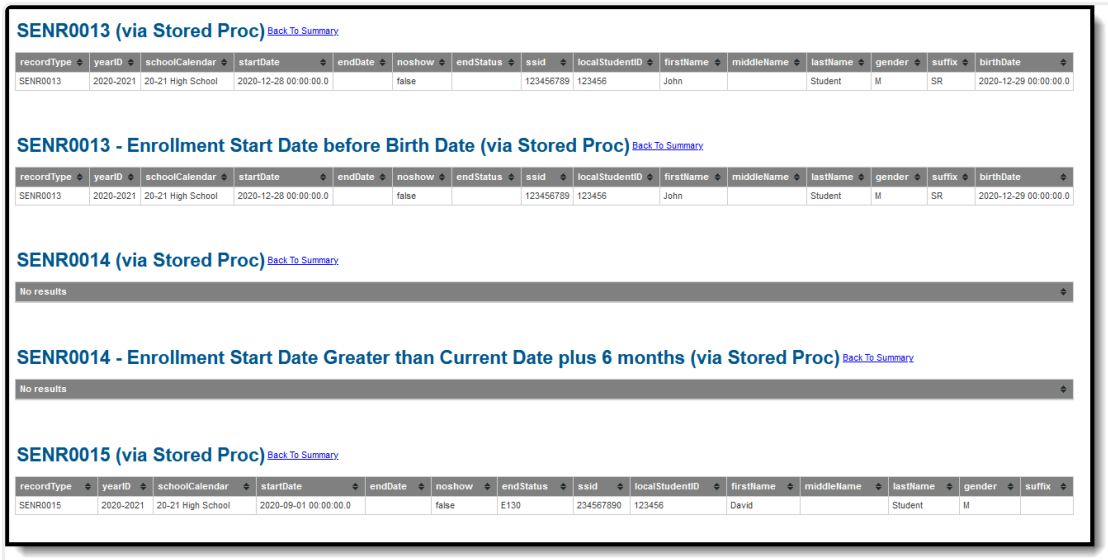
Data Validation Report - Missing/Incorrect Data

The report first lists a Summary of the issues found and the total number of occurrences.



Validate Report Summary List

Then, click the Rule in the Summary column (for HTML format), or scroll through the report to see which students meet the criteria of the rule logic.



SENR0013 (via Stored Proc) Back To Summary

recordType	yearID	schoolCalendar	startDate	endDate	noshow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix	birthDate
SENR0013	2020-2021	20-21 High School	2020-12-28 00:00:00.0		false		123456789	123456	John		Student	M	SR	2020-12-29 00:00:00.0

SENR0013 - Enrollment Start Date before Birth Date (via Stored Proc) Back To Summary

recordType	yearID	schoolCalendar	startDate	endDate	noshow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix	birthDate
SENR0013	2020-2021	20-21 High School	2020-12-28 00:00:00.0		false		123456789	123456	John		Student	M	SR	2020-12-29 00:00:00.0

SENR0014 (via Stored Proc) Back To Summary

No results

SENR0014 - Enrollment Start Date Greater than Current Date plus 6 months (via Stored Proc) Back To Summary

No results

SENR0015 (via Stored Proc) Back To Summary

recordType	yearID	schoolCalendar	startDate	endDate	noshow	endStatus	ssid	localStudentID	firstName	middleName	lastName	gender	suffix
SENR0015	2020-2021	20-21 High School	2020-09-01 00:00:00.0		false	E130	234567890	123456	David		Student	M	

Validate Report Results

Refer to the tables below, which includes the rule, rule logic and location, for correcting the data.

Missing or Incorrect Data

The Missing or Incorrect Data Report uses the following rules and logic (open the Click here to Expand section below to see each rule).

This report returns only those staff members whose District Assignment End Date is not populated or whose End Date is before or the same as the calendar end date and after or the same as the calendar start date.

Click here to expand...

Rule Number	Issue	Logic	Location

Rule Number	Issue	Logic	Location
SASS0118	Staff Job Classification FTE Percentage Less than one or Employee on Leave Percentage Greater Than 0	Indicates the Staff Job Classification FTE Percentage for a staff member who is or who is not on leave is not a valid value. • Staff members who are on leave need to have a FTE Percentage of zero. • Staff members not on leave nee to have a FTE Percentage that is equal to or more than 1.	District Assignments > FTE of Assignment EmploymentAssignment.fte District Assignments > Non-Classroom Assignment Code 1-7 EmploymentAssignment.nonClassroom1-7
SASS0119	Staff Job Classification FTE Percentage Greater Than or equal to 200	Indicates the entered value for Staff Job Classification FTE Percentage is more than 200. The correct value must be less than or equal to 200.	District Assignments > FTE of Assignment EmploymentAssignment.fte

Rule Number	Issue	Logic	Location
SASS0120	Missing Non Classroom Based Job Assignment Code	Indicates the Non-Classroom Based Job Assignment Codes is missing for a staff person who has a Staff Job Classification Code = 10, 11 or 25. When the Staff Job Classification Code is one of the following, one or more of the Non-Classroom Based Job Assignment Codes must be populated: • 10: Certificated K-12 Administrator • 11: Certificated K-12 Pupil Services • 25: Non-certificated Administrator	District Assignments > Type EmploymentAssignment.type District Assignments > Non-Classroom Assignment Code 1-7 EmploymentAssignment.nonClassroom1-7
SASS0219	Invalid Non Classroom Based Job Assignment Code and Staff Job Classification Code combination values	Indicates the Staff Job Classification Code and Non-Classroom Based Job Assignment Code are not valid combinations as defined in the CALPADS Valid Code Combinations document (avaliable on the CALPADS System Documentation).	District Assignments > Type EmploymentAssignment.type District Assignments > Non-Classroom Assignment Code 1-7 or Assignment Code EmploymentAssignment.nonClassroom1-7

Rule Number	Issue	Logic	Location
SASS0257	Invalid Assignment Code for Employee on Leave	Indicates there is an invalid assignment code for an employee who is on leave. When an employee has an Assignment Code of Employee on Leave, all Non-classroom Based or Support Assignment fields must be blank for the same SEID, Academic Year and Reporting LEA. A SASS record is submitted for a staff where any of the Nonclassroom Based or Support Assignment Codes 1-7 are 6018, and any other of the Nonclassroom Based or Support Assignment Codes in the same record are not null or one or more additional SASS records exist for the same SEID, Academic Year, and Reporting LEA where any of the Nonclassroom Based or Support Assignment Codes 1-7 does not equal 6018. This applies for the inverse of this language - the first record that is not equal to 6018 and additional Nonclassroom Based Codes = 6018.	District Assignments > Non-Classroom Assignment Code 1-7 or Assignment Code EmploymentAssignment.nonClassroom1-7 Demographics > Person Identifiers > Staff ID Person.staffID

Rule Number	Issue	Logic	Location

Report Editor

The following fields are available on the Staff Assignment Editor.

Field	Description
Reporting Date	Indicates the date of the report. This field displays the current date and includes active staff as of this date.
Transaction Type	Indicates the type of transaction that occurs - Replace or Delete.
Format	Determines how the report generates. Select State Format (Caret Delimited) when submitting records to the state. Other formats available for testing and review purposes are CSV and HTML.
Ad hoc Filter	Select which staff to include in the extract by choosing a filter that was created in the Filter Designer.
Calendar Selection	Select the calendar of Assignment. Calendars can be chosen by the active year, by the school name or by the year. Calendars marked as Exclude on the Calendar Information editor are NOT available for selection.
Report Generation Options	Choose the Generate Extract to display the results of the chosen items immediately. Choose the Submit to Batch option to generate the report at a specified time. This option is helpful when generating large amounts of data.

Generate the Staff Assignment File

1. Enter the **Reporting Date** in *mmddyy* format, or use the calendar icon to select a date.
2. Select the **Transaction Type** from the dropdown list - Replace or Delete.
3. Select the **Format** of the file. The State Format (Caret Delimited) should be chosen when submitting records to the state. Other formats available for testing and review purposes are CSV and HTML.
4. Use the **Ad hoc Filter** to select staff already included in a filter. This is not required.
5. Select the **Calendars** to include in the file.
6. Click the **Generate Extract** button. Or generate the extract at a specified time using the **Submit to Batch** button. The file appears in a new window in the selected format.

Staff Assignment File

Data Elements	Description	Location

Data Elements	Description	Location
Record Type Code	Type of data record being submitted. Chosen on the Extract Editor. Reports as SASS. • Reports as *SASS.txt* for the State Format • Reports as *SASS.csv* for the CSV Format *Alphanumeric, 4 characters*	Data not stored
Transaction Type Code	Action CALPADS should take with this record. Chosen on the Extract Editor. • D = Delete • Blank = Replace (default) *Alphanumeric, 1 character*	Data not stored
Local Record ID	This field does not report.	N/A
Reporting LEA	A unique identifier for the educational service institution in which the Staff person is employed. When the reporting calendar is from a School with Type 15: Independently Reporting Charter, the State School Number reports (not the State District Number). This field reports the Secondary District Number when the reporting calendar has a School Type of 16: Secondary State District Number. *Numeric, 7 digits*	District Information > State District Number District.number School Information > School Number School.number School Information > Type School.type

Data Elements	Description	Location
School of Assignment	A unique identifier for the school where a Staff person is assigned. District-level staff should have a District Assignment in a School that has the State District Number entered as the State School Number. When the CDS Number field is populated on the School editor, that value reports. This field is used in CALPADS as the Operational Key. *Numeric, 7 digits*	School Information > State School Number School.Number School Information > CDS Number
Academic Year ID	A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction. This field is used in CALPADS as the Operational Key. *Date field, 9 characters (CCYY-CCYY)*	School Year Setup > Start Year/End Year Calendar.schoolYear
SEID	A unique identifier assigned to each Educator in the California public education system by the California Commission on Teacher Credentialing. *Alphanumeric, 10 characters*	Demographics > Person Identifiers > Staff ID Person.staffID
Local Staff ID	A unique identifier assigned to a Staff member by the local educational agency. *Numeric, up to 10 digits*	Census > People > Demographics > Person Identifiers > Staff Number Person.staffNumber

Data Elements	Description	Location
Staff First Name	The legal first name of the staff person. This information is reported from the current identity record. When the Legal First Name field is populated, information reports from that field. Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName Identities > Identity Information > Protected Identity Information > Legal First Name Identity.legalFirstName
Staff Last Name	The legal last name of the staff person. This information is reported from the current identity record. When the Legal Last Name field is populated, information reports from that field. Name fields may only include alphabetic letters, numbers, periods, hyphens, or apostrophes. *Alphanumeric, 50 characters*	Demographics > Person Information > Last Name Identity.lastName Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
Staff Birth Date	Birth date of the staff person. This information is reported from the current identity record. *Date field, 10 characters (CCYYMMDD)*	Demographics > Person Information > Birth Date Identity.birthDate

Data Elements	Description	Location
Staff Gender Code	Gender of the staff person.This information is reported from the current identity record. When the Legal Gender field is populated, information reports from that field. See the Non-Binary Gender Reporting section for additional information. *Alphanumeric, 1 character (M or F)*	Demographics > Person Information > Gender Identity.gender Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legelGender
Staff Job Classification Code	A coded value representing the Educational Service Job Classification. See the **Job Classification Codes** for a list of options. *Numeric, 2 digits*	District Assignments > Type EmploymentAssignment.type

Data Elements	Description	Location
Staff Job Classification FTE Percentage	Calculation of the staff person's FTE reported to a tenth of a percentage. Valid range is 1.0 to 200.0. Staff who have multiple district assignments of the same type reports the sum of FTE from all assignments within the same type in the same school. Staff who have multiple district assignments in different school reports the sum of the FTE from all assignments of the same type in the same school. Enter FTE as a percentage on the District Assignment editor. A value of 1.0 FTE reports as 100. A value of .5 reports as 50. FTE does not have to be calculated for each teaching assignment when the teacher has multiple assignments. It is appropriate to enter the total FTE on one of the assignments and leave the rest blank. *Numeric, 5 characters (NNN.N)*	District Assignments > FTE of Assignment EmploymentAssignment.fte

Data Elements	Description	Location
Non-Classroom Support Code 1	A coded value representing the Support/Non-Classroom Based Job Assignment. • When Type 10 or 25, reports the Assignment Code when it is equal to 0100-0161, 0199, 0301-0302, 0307, 0318, or 6018. • When Type 11, reports the Assignment Code when it is equal to 0202-0226, 0228, 0400, 0407, or 6020. • When Type 12, 13, 14, 26, or 27, reports the Assignment Code when it is equal to 6006-6007, 6010-6011, 6014, 6017-6020 or 6099. • When the Assignment Code is not equal to one of the above, the value reports from Non-Classroom Assignment Code 1 when populated. Do NOT enter the same code in both the Assignment Code and Non-Classroom Support Code 1 field. *Numeric, 4 digits*	District Assignments > Non-Classroom Assignment Code 1 or Assignment Code EmploymentAssignment.nonClassroom1

Data Elements	Description	Location
Non-Classroom Support Code 2	A coded value representing the Support/Non-Classroom Based Job Assignment. When Type is 10, 11, 12, 13, 14, 25, 26 or 27, and the value from the Assignment Code reports in the previous field, the value reports from the Non-Classroom Assignment Code 1 field unless it is the same code that reports in the previous field. Then, the code reports from the Non-Classroom Assignment Code 2 field when set. Otherwise, reports blank. *Numeric, 4 digits*	District Assignments > Non-Classroom Assignment Code 2 EmploymentAssignment.nonClassroom2 ersonnel Master > Work Assignments > Non-Classroom Support Code
Non-Classroom Support Code 3	A coded value representing the Support/Non-Classroom Based Job Assignment. When Type is 10, 11, 12, 13, 14, 25, 26, or 27, and the value from the Non-Classroom Assignment Code 2 does not report in Field 16, or Non-Classroom Assignment Code 3 if the code from NCA Code 2 does not report in Field 16. Otherwise, reports blank. *Numeric, 4 digits*	District Assignments > Non-Classroom Assignment Code 3 EmploymentAssignment.nonClassroom3

Data Elements	Description	Location
Non-Classroom Support Code 4	A coded value representing the Support/Non-Classroom Based Job Assignment. When Type is 10, 11, 12, 13, 14, 25, 26, or 27, reports the code from Non-Classroom Assignment Code 3 if it did not report in Field 17, or Non-Classroom Assignment Code 4 if the code from NCA Code 3 did report in Field 17. Otherwise, reports blank. *Numeric, 4 digits*	District Assignments > Non-Classroom Assignment Code 4 EmploymentAssignment.nonClassroom4
Non-Classroom Support Code 5	A coded value representing the Support/Non-Classroom Based Job Assignment. When Type is 10, 11, 12, 13, 14, 25, 26, or 27, report the code from the Non-Classroom Assignment Code 4 if it did not report in Field 18, or Non-Classroom Assignment Code 5 if the code from NCA Code 4 did report in Field 18. Otherwise, reports blank. *Numeric, 4 digits*	District Assignments > Non-Classroom Assignment Code 5 EmploymentAssignment.nonClassroom5

Data Elements	Description	Location
Non-Classroom Support Code 6	A coded value representing the Support/Non-Classroom Based Job Assignment. When Type is 10, 11, 12, 13, 14, 25, 26, or 27, report the code from the Non-Classroom Assignment Code 5 if it did not report in Field 19, or Non-Classroom Assignment Code 6 if the code from NCA Code 4 did report in Field 19. Otherwise, reports blank. *Numeric, 4 digits*	District Assignments > Non-Classroom Assignment Code 6 EmploymentAssignment.nonClassroom6
Non-Classroom Support Code 7	A coded value representing the Support/Non-Classroom Based Job Assignment. When Type is 10, 11, 12, 13, 14, 25, 26, or 27, report the code from the Non-Classroom Assignment Code 6 if it did not report in Field 20, or Non-Classroom Assignment Code 7 if the code from NCA Code 4 did report in Field 20. Otherwise, reports blank. *Numeric, 4 digits*	District Assignments > Non-Classroom Assignment Code 7 EmploymentAssignment.nonClassroom7