

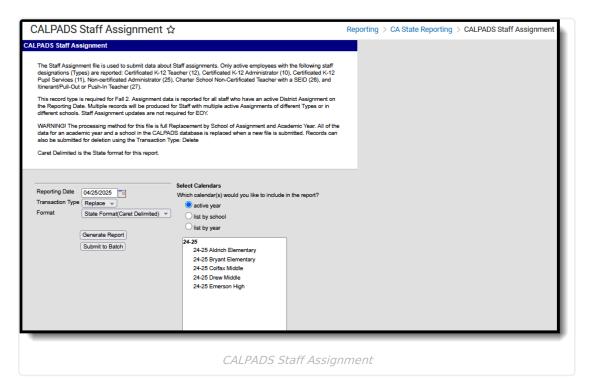
CALPADS Staff Assignment (SASS)

Last Modified on 06/27/2025 3:11 pm CDT

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Tool Search: 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, 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.



Report Logic

All staff who have an active District Employment record and an active District Assignment record with Type = 10, 11, 12, 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 12 in the same School reports one record. A staff person with
 one District Assignment with Type 12 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 in a school with the same Type are summed for reporting. When the staff person has multiple District Assignments with Types 10,11 or 12, 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.

Operational Keys

- Academic Year ID
- School of Assignment

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

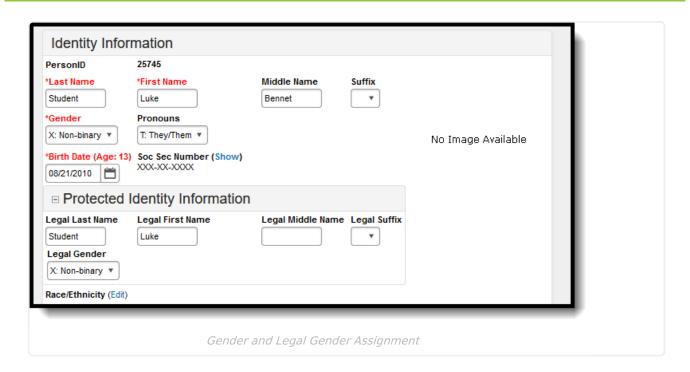
Schools can assign students a gender of M: Male, F: Female, X: Non-binary. This is done on the <u>Identities</u> tool and/or the <u>Demographics</u> tool.

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.





Validate SASS Data

Use the <u>Data Validation Report</u> 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
- <u>CALPADS Student</u> <u>Information</u>
- <u>CALPADS Student</u> <u>Programs</u>
- <u>CALPADS Student English</u> <u>Language Acquisition</u>
- <u>CALPADS Student</u>
 <u>Discipline</u>
 - Student Incident File
 - Student Incident Result File
 - Student Offense File

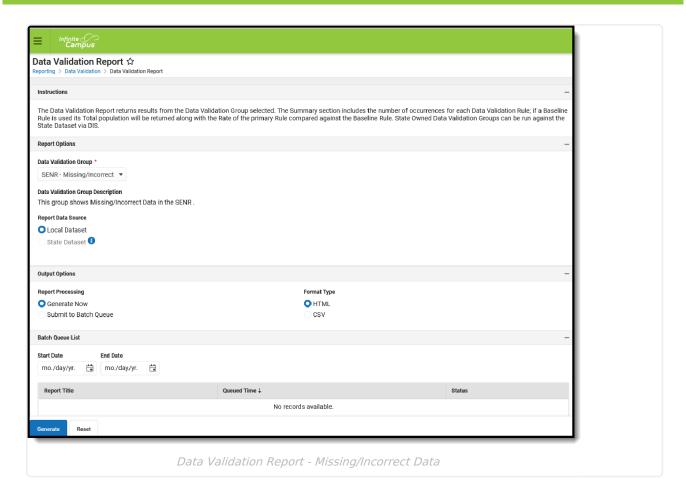
- CALPADS Staff Demographics
- CALPADS Staff Assignments
- CALPADS Course Section
- CALPADS Student Course Section
- CALPADS Work-Based Learning
- CALPADS Postsecondary Status Summary

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

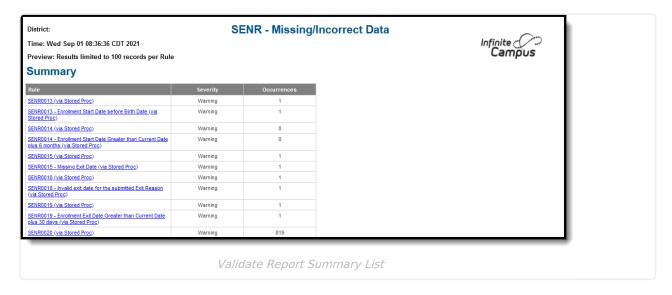
Users can select the **Missing or Incorrect Data** Validation Group, which returns any missing or incorrect data that is reported in the CALPADS Extract, like a missing enrollment exit reason or an incorrect date, for example.

Note that examples refer to CALPADS SENR.



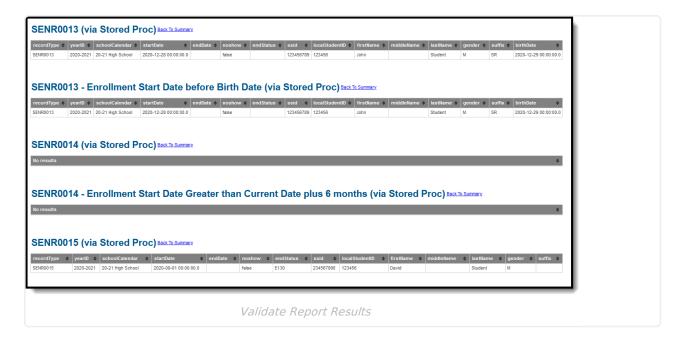


The report first lists a Summary of the issues found and the total number of occurrences.



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.





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	Issue	Logic	Location
Number			



Rule Number	Issue	Logic	Location
SASS0118	Staff Job Classification FTE Percentage Less than one or Employee on	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
	Leave Percentage Greater Than 0		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 <u>CALPADS</u> <u>System</u> <u>Documentation</u>).	District Assignments > Type EmploymentAssignment.type District Assignments > Non-Classroom Assignment Code 1-7 or Assignment Code EmploymentAssignment.nonClassroom1-7



Rule Number	Issue	Logic	Location
	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 Nonclassroom 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-	District Assignments > Non-Classroom Assignment Code 1-7 or Assignment Code EmploymentAssignment.nonClassroom1 7 Demographics > Person Identifiers > Staff ID Person.staffID



Rule	Issue	Logic	Location
Repo	rt Edito	r	

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.
Report Generation Options	Choose the Generate Extract to display the results of the chosen items immediately. Choose the <u>Submit to Batch</u> 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.
- 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	Description	Location
Elements		



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	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).	District Information > State District Number District.number
		School Information > School Number School.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	School Information > Type School.type



Data Elements	Description	Location
Assignment where a Staff passigned. District have a District School that ha Number entered School Number When the CDS populated on that value reports	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	School Information > State School Number School.Number
	Number entered as the State School Number. When the CDS Number field is populated on the School editor, that value reports. Numeric, 7 digits	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. 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	Demographics > Person Information > Gender Identity.gender Identities > Identity Information >
	from that field. See the Non-Binary Gender Reporting section for additional information. Alphanumeric, 1 character (M or F)	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.	District Assignments > FTE of Assignment EmploymentAssignment.fte
	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)	



Data Elements	Description	Location
Non- Classroom Support Code 1	A coded value representing the Support/Non-Classroom Based Job Assignment. See the Non-Classroom Support Codes for a list of options. • When Type 10 or 25, reports the Assignment Code when it is equal to 0100-0160, 0171, 0199, 0301-0302, 0307, 0318 or 6018. • When Type 11, reports the Assignment Code when it is equal to 0202-0226, 0228, 0400, 0407, 6018, or 6020. • When Type 12, 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.	District Assignments > Non-Classroom Assignment Code 1 or Assignment Code EmploymentAssignment.nonClassroom1
	Do NOT enter the same code in both the Assignment Code and Non-Classroom Support Code 1 field.	
	Numeric, 4 digits	



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, 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 when set. Otherwise, a blank field reports. See the Non-Classroom Support Codes for a list of options. 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, 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 3 when set. See the Non-Classroom Support Codes for a list of options. 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, 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 4 when set. See the Non-Classroom Support Codes for a list of options. 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, 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 5 when set. See the Non-Classroom Support Codes for a list of options. 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, 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 6 when set. See the Non-Classroom Support Codes for a list of options. 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, 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 7 when set. See the Non-Classroom Support Codes for a list of options. Numeric, 4 digits	District Assignments > Non-Classroom Assignment Code 7 EmploymentAssignment.nonClassroom7

Job Classification Codes

The Job Classification Codes listed here are the only ones reported in the CALPADS Staff Assignment extract. For a complete list of the Job Classification Codes, see the **California**



District Assignments page.

Code	Name	Description
10	Certificated K-12 Administrator	An employee of the Education Service Institution in a position requiring certification but who is not required to provide direct instruction to pupils or direct services to pupils (services such as those provided by a pupil services employee. This category does not include mentor teachers.
11	Certificated K-12 Pupil Services	An employee of an Educational Service Institution who is in a position requiring a standard designated services credential, health and development credential, or a library media teacher credential and who performs direct services to pupils (counselors, guidance and welfare personnel, library media teachers, psychologists, etc.). Program specialists as defined in Education Code Section 56368 are also to be reported as pupil service employees.
12	Certificated K-12 Teacher	An employee of the Educational Service Institution who holds a position requiring certification or other state alternative and whose duties require direct instruction to the pupils in the school(s) of that district, including mentor teachers and in some cases, long-term substitute teachers.
25	Non- certificated Administrator	An employee of an Educational Service Institution at the administrative level (assistant, deputy or associate superintendent, or higher) who has been waived of the requirement of having to possess an administrative services credential.
26	Charter School Non- Cert Teacher	An employee of a charter school that is providing instruction in a non- core course (as defined in the school's charter) who has been waived of the requirement of having to obtain a teaching credential.
27	Itinerant or Pull- out/Push-in Teacher	A Staff member is one who travels from school to school, providing special materials, consultation with school personnel, and individualized instruction in disability specific skills that encompass what is known as the expanded core curriculum.