

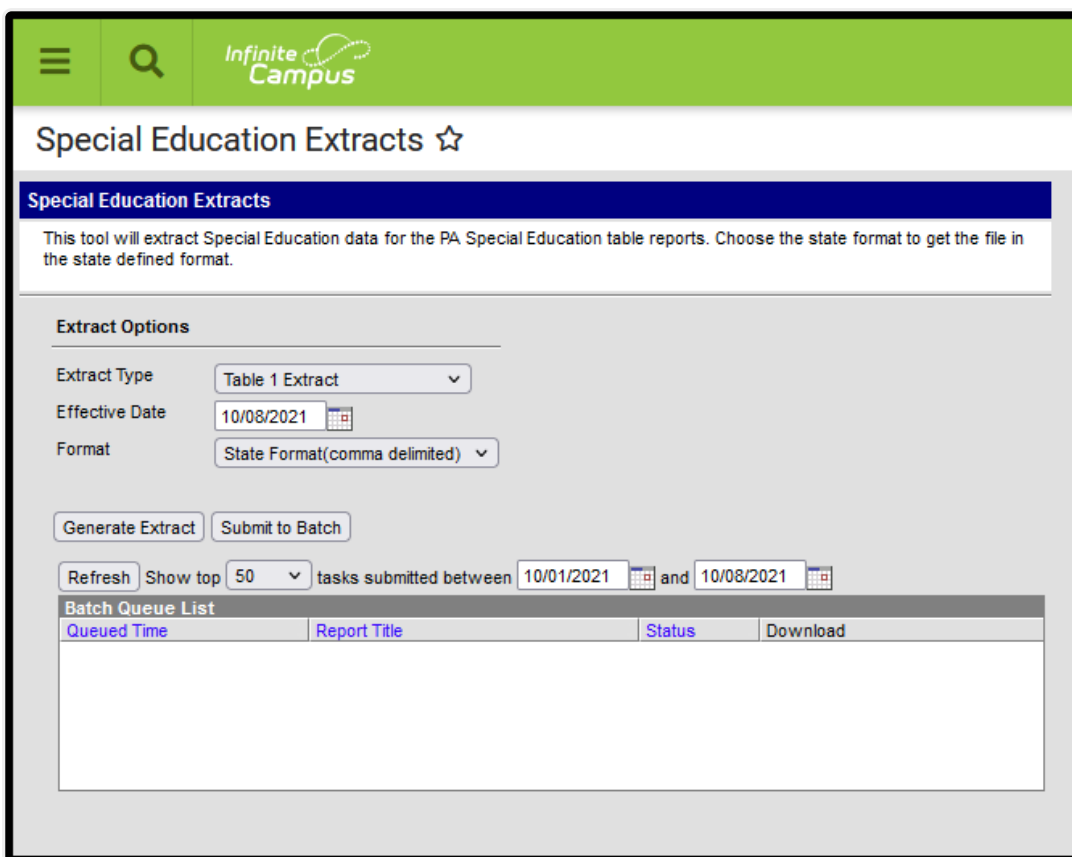
# Special Education Table 1 Extract (Pennsylvania)

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

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Tool Search: Special Education Extracts

Table 1 Extract reports the number (FTE) of special education teachers and paraprofessionals (in FTE) employed or contracted to work with children with disabilities, ages 3-5 by LEA across the entire district. Staff who have the same assignment in multiple schools are counted with each assignment; Staff who have different assignments in the same school or different schools are counted with each assignment.



The screenshot shows the 'Special Education Extracts' tool interface. At the top, there is a green header with the Infinite Campus logo and a search icon. Below the header, the title 'Special Education Extracts' is displayed with a star icon. A blue bar contains the text 'Special Education Extracts'. Below this, a message states: 'This tool will extract Special Education data for the PA Special Education table reports. Choose the state format to get the file in the state defined format.'

The 'Extract Options' section includes the following fields:

- Extract Type:** A dropdown menu set to 'Table 1 Extract'.
- Effective Date:** A date picker set to '10/08/2021'.
- Format:** A dropdown menu set to 'State Format(comma delimited)'.

Below the options are two buttons: 'Generate Extract' and 'Submit to Batch'.

A section for task filtering includes a 'Refresh' button, a 'Show top' dropdown set to '50', and a range of 'tasks submitted between' with date pickers set to '10/01/2021' and '10/08/2021'.

The 'Batch Queue List' table has the following columns: 'Queued Time', 'Report Title', 'Status', and 'Download'. The table body is currently empty.

*Special Education Table 1 Extract*

## Report Logic

The report looks at the staff person's District Assignment Title and the District Assignment Type to return a count of Certified and Non-certificate Special Education Paraprofessionals, ages 3-5 . This information is found on the District Assignment editor.

- The **Title** must be set to **114: Grades 3-5 Special Ed Para** or **144: Elementary Special**

**Ed Teacher** in the Title's Attribute Dictionary **Standard Code** column.

- The **Type** can be **01: Administrative**, **02: Certified**, or **03: Classified**. The report counts each one of these types.
- The **End Date** field needs to be unpopulated, meaning the staff person's assignment is active and current, or the End Date can be on or after the entered Effective Date on the report editor.

**Employment Assignment Information**

School  
Erie High School

Department  
[Dropdown]

\*Start Date  
08/07/2018 [Calendar]

End Date  
[Calendar]

Title  
Grades 3-5 Special Ed Para [Dropdown]

Type  
01:Administrative [Dropdown]

FTE of Assignment  
[Input]

Assignment Code  
[Dropdown]

Teacher ☒ Special Ed ☐ Program ☐ Behavior Admin ☐ Health ☐ Behavior Response Approver ☐ Response to Intervention ☐

*District Assignment Editor -Title and Type*

**Campus Attributes/Dictionary Editor**

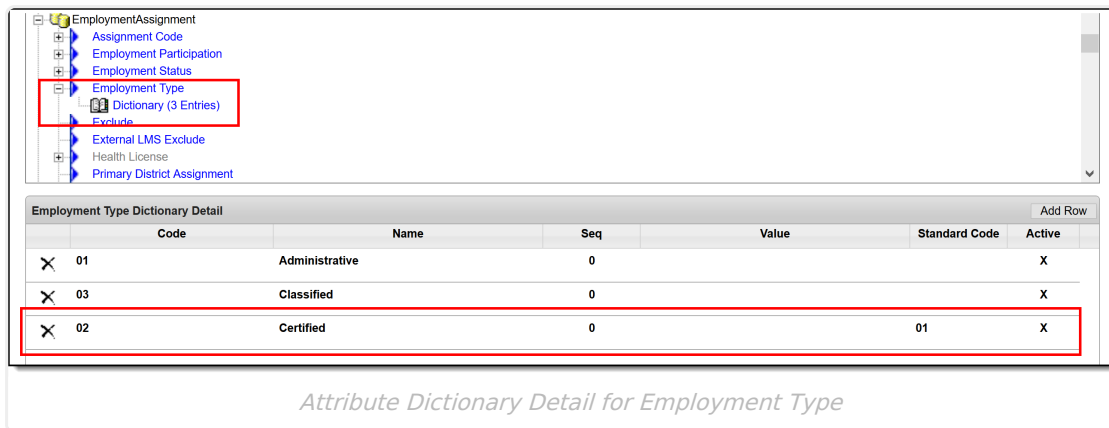
Exclude  
External LMS Exclude  
Health License  
Primary District Assignment  
Primary Grade Level  
Primary Teaching Area  
Status  
Termination Reason  
Title  
Dictionary (17 Entries)

**Title Dictionary Detail**

Code	Name	Seq	Value	Standard Code	Active
1	ESL-Bilingual	0			<input checked="" type="checkbox"/>
1144	Elementary Special Ed Teacher 3-5	0		114	X
1155	Grades 6-12 Special Ed Teacher	0		115	X
1444	Grades 3-5 Special Ed Para	0		144	X
1555	Paraprofessional 6-21	0		155	X
2	Program Specialist-ESL Certificate	0			X

*Attribute Dictionary Detail for Employment Title*

When the **Staff Title Standard Code = 114 or 144**, logic looks at the dictionary detail **Employment Type Standard Code** for a value of 01 to determine the qualified/certified staff (see image above) count. When the staff's type standard code does not = 01, staff are included in the non-qualified/certified count.



Attribute Dictionary Detail for Employment Type

## Report Editor

Field	Description
<b>Extract Type</b>	Determines the type of Extract being generated. For this extract, select <b>Table 1 Extract</b> .
<b>Effective Date</b>	Indicates the date to use to determine active district assignment information.
<b>Format</b>	Determines how the extract generates. Extracts can be generated in State Format (comma delimited) or HTML. Use the HTML format for reviewing and verifying data prior to submission to the state. Use the State Format for submitting the data to the Department of Education.
<b>Report Generation</b>	To generate the report immediately, use the <b>Generate Extract</b> option. To choose when the report generates, use the <b>Submit to Batch</b> option. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the <a href="#">Batch Queue</a> article for more information.

## Generate the Report

1. Select the **Table 1 Extract** from the Extract Type dropdown.
2. Enter the desired **Effective Date**.
3. Select the **Format** of the extract.
4. Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.

### Special Ed Table 1 Template Records:2

LEANumber	CertifiedStaff	NotCertifiedStaff
123456789	1	0
123456789	0	0

Table 1 Extract - HTML Format

## Report Layout

Element Name	Description	Location
<b>Row 1</b>	Provides a count of staff with a Title of Special Education Paraprofessionals for Ages 3-5 (code 144)	
<b>LEA Number</b>	Reports the district number of the school.  <i>Numeric, 9 digits</i>	District Information > State District Number  District.number
<b>Certified Staff</b>	Counts the total number of staff assigned a District Assignment type that has a Standard Code value of 01 and assigned a Title of Special Education Paraprofessionals for ages 3-5, with a Standard Code of 144. The Assignment End Date is not populated or on or after the entered Effective Date.  <i>Numeric, 3 digits</i>	District Assignment > Type = 01  District Assignment > Title = Special Ed Para Ages 3-5 (144)  EmploymentAssignment.type
<b>Not Certified Staff</b>	Counts the total number of staff assigned a District Assignment type that has a Standard Code value that is not 01 and assigned a Title of Special Education Paraprofessionals for ages 3-5, with a Standard Code of 144. The Assignment End Date is not populated or on or after the entered Effective Date.  <i>Numeric, 3 digits</i>	District Assignment > Type <> 01  District Assignment > Title = Special Ed Para Ages 3-5 (144)  EmploymentAssignment.type

Element Name	Description	Location
<b>Row 2</b>	Provides a count of staff with a Title of Special Education Teachers for Ages 3-5 (code 114)	
<b>LEA Number</b>	Reports the district number of the school.  <i>Numeric, 9 digits</i>	District Information > State District Number  District.number
<b>Certified Staff</b>	Counts the total number of staff assigned a District Assignment type that has a Standard Code value of 01 and assigned a Title of Special Education Teachers for ages 3-5, with a Standard Code of 114. The Assignment End Date is not populated or on or after the entered Effective Date.  <i>Numeric, 3 digits</i>	District Assignment > Type = 01  District Assignment > Title = Special Ed Teacher Ages 3-5 (114)  Employment Assignment.type
<b>Not Certified Staff</b>	Counts the total number of staff assigned a District Assignment type that that has a Standard Code value that is not 01 and assigned a Title of Special Education Teachers for ages 3-5, with a Standard Code of 114. The Assignment End Date is not populated or on or after the entered Effective Date.  <i>Numeric, 3 digits</i>	District Assignment > Type <> 01  District Assignment > Title = Special Ed Teacher Ages 3-5 (114)  EmploymentAssignment.type