

## **Staff History Report**

Last Modified on 04/01/2025 1:21 pm CDT

## Tool Search: Staff History Report

The Staff History Report provides a list of Courses and Course Sections and assigned Primary Teachers, Teachers and Section Staff based on the effective date entered on the Report editor. The report can be generated to print the following:

- Only sections with staff
- Include sections with staff and without staff
- Only include sections without staff

This information is entered on the Staff History tool.

≣	Infinite Campus	
Staff Hist	tory Report ☆	
Staff History Re	port	
This will repo	ort Primary Teachers, Teachers, and Se	ection Staff assigned to sections b
Courses		
All C	Courses	^
0609	6 BEG. BAND	
0067	6 HOMEROOM	
006	6 LANG ARTS CORE	
0062	2.6 MATH CORE	
0075		
0004		
0215	7 LANG ARTS CORE	
0405	7 LIFE SCIENCE	
0505	57 PE	
0220	8 LANG ARTS CORE	
0510	) 8 PE	
0410	8 PHYS SCIENCE	
0615	5 ADV. BAND	✓
0	nly include sections with staff.	
O Ir	clude sections with and without staff.	
00	nly include sections without staff.	
Which ty	pe of staff should be included?	
🗹 Pi	rimary Teacher	
🗹 Te	eacher	
🗹 S	ection Staff	
Effective	Date:	
Report F	ormat: PDF 🗸	
	Generate Report	
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	Staff History Do	port
	Stan History Re	port

When a teacher is assigned to a Course Section for a specific date range (long term substitute



or a temporary assignment), the dates associated with that assignment print. See the Staff History Date Logic section for guidance on entering Start and End Dates for a staff person.

See the Scheduling & Courses Reports Tool Rights article for information about rights needed to use this tool.

## **Report Editor**

Report Option	Description
Courses	Select which courses to include in the report. Only active courses are included in the report.
Only include sections with staff	This option only returns course sections that have assigned staff as of the effective date.
Include sections with and without staff	This option includes sections that have assigned staff as well as sections that are not assigned staff.
Only include sections without staff	This option includes sections that do not have assigned staff.
Staff Type to Include	<ul> <li>Select at least one of the following to include in the report. All staff types are selected by default.</li> <li>Primary Teacher</li> <li>Teacher</li> <li>Section Staff</li> </ul>
Effective Date	Date entered is used to return staff assigned to the section as of that date. This is not a required field and the report generates without this entered. Leaving this field blank reports on all dates in the calendar.
Report Format	The report can be generated in PDF or DOCX format.

## **Generate the Report**

1. Select the **Courses** to include in the report.



- 2. Select which type of Course Sections to include **Only include sections with staff**, Include sections with and without staff, or **Only include students without staff**.
- 3. Select the **Staff Type** to include in the report.
- 4. Enter an **Effective Date**, if desired.
- 5. Select the desired **Report Format.**
- 6. Click the **Generate Report** button.

21-22 Middle School			Staff History Report			
Generated on 01/18/2022 01:46:43 PM Page 1 of 5			Lifective Date. VII 10/2022			
0067-1 6 HOMEROOM Primary Teacher Amber Staff	Section Start - Section End	0075-2 6 Primary 1 Belinda	PE Feacher Staff	Section Start - Section End	0215-3 7 LANG AR Primary Teacher Caroline Staff	TS CORE Section Start - Section Er
0 <b>067-2 6 HOMEROOM</b> Primary Teacher Asher Staff	Section Start - Section End	0075-3 6 Primary 1 Brian St	) PE Feacher taff	Section Start - Section End	0215-4 7 LANG AR Primary Teacher Caden Staff	TS CORE Section Start - Section Er
067-3 6 HOMEROOM Primary Teacher Alison Staff	Section Start - Section End	0075-4 6 Primary 1 Becca S	PE Feacher Staff	Section Start - Section End	0215-5 7 LANG AR Primary Teacher Cameron Staff	TS CORE Section Start - Section Er

Staff History Report, Sections with Staff - PDF Format