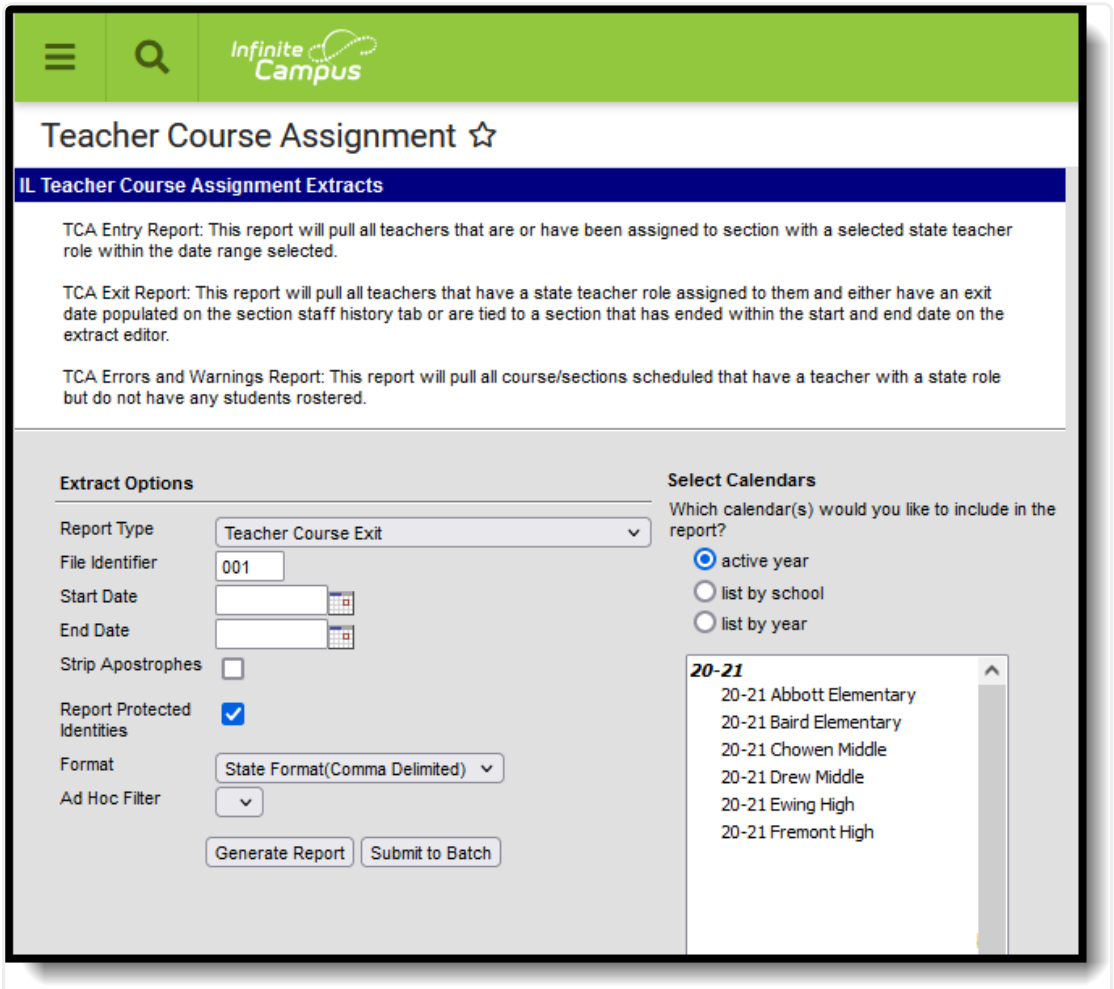
# Teacher Course Assignment Reports - Teacher Course Exit (Illinois)

Last Modified on 07/28/2026 3:00 pm CDT

Tool Search: Teacher Course Assignment

The Teacher Course Exit Report lists teachers and the course sections they taught, including those with a state teacher role assigned and either an exit date populated on the Section Staff History tool or tied to a course section that ended within the start and end dates in the extract editor.

Information is pulled from the active Scheduling Trial of the selected calendar.




*Teacher Course Exit Report*

## Report Logic

For a teacher to populate the Teacher Course Exit Report, the following must be true:

- The teacher must have one of the following selected in the State Teacher Role field on the Staff History tool to which they are assigned:

    - 200 - Teacher
    - 611 - Student Teacher
    - 201 - Reading Teacher
    - 207 - Speech Language Pathology Teacher
- AND Have an End Date on the Staff History tab
- OR the Course Section has ended on or after the start date and on or before the end date on the extract editor.

Teachers appear once for every section they are assigned that meets these requirements.

Sections associated with courses marked as State Exclude or not marked as active are NOT included.

See the Staff History documentation for more information on adding teachers to sections.

# Report Editor

The following defines the options available on the Teacher Course Entry editor.

| Field | Description |
|---|---|
| **Report Type** | Determines which Teacher Assignment report are generated. For this instance, select **Teacher Course Exit**. |
| **File Identifier** | A numeric field that notes the number of times the report has been generated. This field is used in the File Naming Convention when submitting the extract in the State Format (RCDTS or District Name + __ + MMDDYYY_File Identifier). |
| **Date Range (Start Date and End Date)** | Starting Date and Ending Date from which teaching data is pulled. Enter dates in *mmddyy* format, or use the calendar icon to select a date. |
| **Strip Apostrophes** | When marked, the following marks are removed from student names and other reported data:<br>• Apostrophes ('), Commas (,), Periods (.)<br>• Umlaut (Ö)<br>• Tilde (Ñ)<br>• Grave Accents (Ò), Acute Accents (Ó)<br>• Circumflex (Ô)<br><br>When not marked, these marks are not removed. |
| **Report Protected Identities** | When marked, identity information (last name, first name, etc.) reports from the Protected Identity Information fields. |
| **Format** | Selection determines how the report is generated. Options are: **State Format (Comma-Delimited), HTML,** and **Tab-Delimited**. Use the HTML or Tab Delimited format for data review prior to sending to the state. |

| Field | Description |
|---|---|
| **Ad hoc Filter** | Select which teachers to include in the extract by choosing a filter that was created in the Filter Designer. When a filter is selected, only the teachers included in the filter are included in the report. |
| **Calendar Selection** | Indicates from which school year and school teacher data is pulled. Multiple calendars may be selected. The calendar chosen in the Campus toolbar is automatically selected in the extract editor. |
| **Report Generation** | The report can be marked to generate immediately with the **Generate Report** button or later with the **Submit to Batch** button. See the Batch Queue information for additional guidance. |

# Generate the Teacher Course Exit Report

1. Select **Teacher Course Exit** as the **Report Type**.
2. Enter the **File Identifier** value.
3. Enter the **Start Date** for the report.
4. Enter the **End Date** for the Report.
5. If desired, mark the **Strip Apostrophes** checkbox.
6. If desired, mark the **Report Protected Identities** checkbox.
7. Select the **Format** in which the report should be generated.
8. If desired, select an **Ad hoc Filter**.
9. Select the **Calendar(s)** from which to pull data.
10. Click the **Generate Report** button to display the information immediately, or click the **Submit to Batch** button to display the report later.

The report is displayed in the selected format.

# Teacher Course Exit Report Layout

## Report Header

| Element | Description | Location |
|---|---|---|
| **File Type** | The name of the extract being generated. This will always report a value of **Teacher Course Assignment Exit**. | N/A |
| **Total Records** | The total amount of records generated. | N/A |

| Element | Description | Location |
|---|---|---|
| **File Name** | TX + RCDT_Date generated.extension<br>This must be the same file name used for the actual file name when the save as action is performed. | N/A |
| **File Date** | The date the extract was generated. | N/A |
| **RCDTS** | The Region-County-District-Type-School code that uniquely identifies the school generating the extract.<br><br>*RRCCCDDDDTTSSSS, 15 characters* | System Administration > Resources > District Information > State District Number, Type, Region Number, County<br><br>System Administration > Resources > School > State School Number<br><br>District.districtID<br>District.county<br>District.region<br>School.number |

## Report Layout

| Data Elements | Description | Location |
|---|---|---|
| **Illinois Educator Identifying Number (IEIN)** | Teacher's State Staff ID number.<br><br>*Numeric, 10 digits* | Census > People > Demographics > Staff State ID<br><br>Person.staffStateID |
| **Local Teacher ID** | School- or District-assigned teacher number.<br><br>*Numeric, up to 50 digits* | Census > People > Demographics > Local Staff Number<br><br>Person.localStaffID |

| Data Elements | Description | Location |
|---|---|---|
| **Teacher Last Name** | Teacher's last name.<br><br>When the Report Protected Identities checkbox is marked on the report editor, the teacher's last name reports from the Legal Last Name field if populated.<br><br>*Alphanumeric, 30 characters* | Census > People > Identity Information > Last Name<br><br>Identity.lastName<br><br>Census > People > Identities > Protected Identity Information > Legal Last Name<br><br>Identity.legalLastName |
| **Teacher First Name** | Teacher's first name.<br><br>When the Report Protected Identities checkbox is marked on the report editor, the teacher's first name reports from the Legal First Name field if populated.<br><br>*Alphanumeric, 30 characters* | Census > People > Identity Information > First Name<br><br>Identity.firstName<br><br>Census > People > Identities > Protected Identity Information > Legal First Name<br><br>Identity.LegalfirstName |
| **Teacher Birth Date** | Teacher's date of birth.<br><br>*Date field, 10 characters (MM/DD/YYYY)* | Census > People > Demographics > Birth Date<br><br>Identity.birthDate |
| **School Year** | End year of the calendar chosen in the extract editor.<br><br>*Numeric, 4 digits (YYYY)* | System Administration > Calendar > Calendar > Calendar Info > End Year<br><br>Calendar.endYear |

| Data Elements | Description | Location |
|---|---|---|
| **Teacher Serving Location (RCDTS)** | The Region-County-District-Type-School code that uniquely identifies the school generating the extract.<br><br>*RRCCCDDDDTTSSSS, 15 characters* | System Administration > Resources > District Information > State District Number, Type, Region Number, County<br><br>System Administration > Resources > School > State School Number<br><br>District.districtID<br>District.county<br>District.region<br>School.number |
| **Employer RCDTS** | The Region-County-District-Type-School code that uniquely identifies the district that employs the teacher.<br><br>*RRCCCDDDDTTSSSS, 15 characters* | System Administration > Resources > District Information > State District Number, Type, Region Number, County<br><br>System Administration > Resources > School > State School Number<br><br>District.districtID<br>District.county<br>District.region<br>School.number |

| Data Elements | Description | Location |
|---|---|---|
| **Term** | Identifies in which term the class was taken. Terms include quarters, semesters, trimesters, or year-long courses.<br>• If no value is selected, a NULL value is reported.<br>• If the section is tied to a calendar with the Summer School checkbox marked, Y2, T4, or S3 reports.<br><br>One of the following options reports, based on the selected value in the Sections editor for the Term Code field:<br>• Y1 - Year Long<br>• Y2 - Year Long Summer<br>• S1 - Semester 1<br>• S2 - Semester 2<br>• S3 - Semester Summer<br>• T1 - Trimester 1<br>• T2 - Trimester 2<br>• T3 - Trimester 3<br>• T4 - Trimester Summer<br><br>*Numeric, 2 digits* | Scheduling > Courses > Course > Section > Term Code<br><br>Calendar.term |
| **State Course Code** | The state code of the course to which the teacher has been assigned.<br><br>*Alphanumeric, 9 characters* | Scheduling > Courses > Course > State Code<br><br>Course.stateCode |
| **Section Number** | Course Section Number<br><br>*Numeric, up to 10 digits* | Scheduling > Course > Course > Sections > Section Number<br><br>Section.Number |
| **Actual Attendance (classes)** | Not reported in Infinite Campus. The field will report blank. | |
| **Total Attendance (Classes)** | Not reported in Infinite Campus. The field will report blank. | |

| Data Elements | Description | Location |
|---|---|---|
| **Teacher Course End Date** | The teacher's last day teaching that section.<br><br>If the teacher has an end date on or after the start date and on or before the end date in the extract editor, that date will be used.<br><br>If no end date exists but the section has ended, the last day of the last term is used.<br><br>*Date field, 10 characters (MM/DD/YYYY)* | Scheduling > Courses > Course > Sections > Staff History > End Date<br><br>StaffHistory.startDate |
| **Reason for Exit** | Teacher's role in the course.<br><br>If the section has ended on or after the start date on the extract editor and on or before the end date in the extract editor and there is no end date for the teacher on Staff History, code 01: Course Ended is used.<br><br>If there is an end date placed on that teacher in the section staff history, information is pulled from Section Staff History, unless there is an end date and reason is 00: Other.<br><br>If reason is 00: Other, the Employment Status field on District Employment is used.<br><br>*Numeric, 2 digits* | Scheduling > Course > Course > Sections > Staff History > Reason for Exit<br><br>Census > People > District Employment > SIS Exit Reason (if Reason for Exit is Other)<br><br>CustomCourse<br>StaffHistory.role<br>Employment.exitReason |