

Teacher Course Assignment Report - Teacher Course Assignment Errors and Warnings (Illinois)

_____ Last Modified on 05/15/2025 8:21 am CDT

Report Logic | Report Editor | Generate the Report | Errors and Warnings Report Layout

Tool Search: Teacher Course Assignment

The Teacher Course Assignment Errors and Warnings Report provides a list of all course sections scheduled where a teacher has a state role assigned but there are no students scheduled into the course section.

Extract Options Select	
Report Type Teacher Course Assignment Errors and Warnings • report File Identifier 01 Start Date • End Date • Strip Apostrophes • Report Protected Identifies • Format State Format(Comma Delimited) • Ad Hoc Filter • Generate Report Submit to Batch	t Calendars h calendar(s) would you like to include in the p active year list by school list by year 19-20 19-20 D300 OP Facility 19-20 Algonquin Lakes Elem 19-20 Algonquin Middle School 19-20 Cambridge Lakes Charter 19-20 Cambridge Lakes Preschool 19-20 Dander Highlands Elem

Report Logic

Teachers must have a value between 200-699 in the State Role field on the Section Staff History tab.

Teachers must also have a start date on the Staff History tab that is either NULL or within or before the dates entered on the extract editor. End dates (on the Staff History tab) must also be NULL or be within or after the dates entered on the extract editor.

Courses marked as State Exclude or are not active are NOT included.

The Course section cannot have any students actively scheduled in it within the dates entered on the extract editor.

Report Editor

Field	Description
Report Type	Determines which Teacher Assignment report will generate. For this instance, select Teacher Course Assignment Errors and Warnings.
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. Dates are entered in <i>mmddyy</i> format or use the calendar icon to select a date.



Field	Description
Strip Apostrophes	 When marked, the following marks are removed from student names and other reported data: Apostrophes ('), Commas (,), Periods (.) Umlaut (Ö) Tilde (Ñ) Grave Accents (Ò), Acute Accents (Ó) Circumflex (Ô) 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 will generate. Options are State Format (Comma Delimited), HTML and Tab Delimited . Use the HTML format or the Tab Delimited format for data review prior to sending to the state.
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	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 using the Generate Report button or can be marked to generate at a later time using the Submit to Batch button. See the Batch Queue information for additional guidance.

Generate the Report

- 1. Select Teacher Course Assignment Errors and Warnings 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 at a later time.

	A	В	C	D	E	F	G	н	
1	Teacher Cour	45	TEW_31008300026_02	2/18/2015	3E+14				
2	Warning Reco	ords:45							
3	The following	g course/section	s are scheduled and ha	ave a teacher with a	state rol	e but do no	ot have any students	s rostered;	they W
4	IEIN	LocalTeacherID	TeacherLastName	TeacherFirstName	Term	LocalCour	LocalCourseTitle	SectionNu	ımber
5	123456	1234	Teacher	Amber	1	E410	Language Arts-Grad	E4103101	
6	123456	1234	Teacher	Amber	1	E412	Reading-Grade 4	E4123101	
7	123456	1234	Teacher	Amber	1	E414	Writing-Grade 4	E4143101	
8	123456	1234	Teacher	Amber	1	E420	Social Studies-Grad	E4203101	
9	123456	1234	Teacher	Amber	1	E440	Science-Grade 4	E4403101	
10	234567	2345	Teacher	Brian	1	E190	PE-Grade 1	E1903022	
11	234567	2345	Teacher	Brian	1	E290	PE-Grade 2	E2903033	
12	234567	2345	Teacher	Brian	1	E390	PE-Grade 3	E3903044	
13	234567	2345	Teacher	Brian	1	E590	PE-Grade 5	E5903066	
14	234567	2345	Teacher	Brian	1	К90	PE-Kindergarten	K903011	
15	345678	3456	Teacher	Cassie	1	E410	Language Arts-Grad	E4103102	
16									

	Report	tName	TotalRecord	S	FileN	ame	Date RCD
Teacher (Course Assignment	Errors and Warnings	Report 45	TEW	/_31008300026_	02182015_001.html 02	/18/2015 3100830
w	D						
Warning The follo	wing course/section	ons are scheduled a	nd have a teacher w	ith a st	ate role but do n	ot have any students r	ostered; they WI
IEIN	LocalTeacherID	TeacherLastName	TeacherFirstName	Term	LocalCourseID	LocalCourseTitle	SectionNumber
123456	1234	Teacher	Amber	01	E410	Language Arts-Grade 4	E4103101
123456	1234	Teacher	Amber	01	E412	Reading-Grade 4	E4123101
123456	1234	Teacher	Amber	01	E414	Writing-Grade 4	E4143101
123456	1234	Teacher	Amber	01	E420	Social Studies-Grade 4	E4203101
123456	1234	Teacher	Amber	01	E440	Science-Grade 4	E4403101
234567	2345	Teacher	Brian	01	E190	PE-Grade 1	E1903022
234567	2345	Teacher	Brian	01	E290	PE-Grade 2	E2903033
234567	2345	Teacher	Brian	01	E390	PE-Grade 3	E3903044
		m (L .				

Errors and Warnings, HTML Format

	TEW_31	.00830002	5_02182015_0	01 - Notepa	d					
			10 111							
File	Edit	Format	View Help							
Rep	ortN	ame	TotalRe	cords	FileNam	e	Date	RCDTSCO	de	
Tea	acher	Course	Assignme	nt Error:	s and Wa	rnings	Report	45	TEW_3100	08300026_021
IEI	EN	LocalT	eacherID	Teacher	LastName	Teach	erFirstNam	e	Term	LocalCourse
123	3456	1234	Teacher	Amber	01	E410	Languag	e Arts-G	rade 4	E4103101
12	3456	1234	Teacher	Amber	01	E412	Reading	-Grade 4	E4123101	L
123	3456	1234	Teacher	Amber	01	E414	Writing	-Grade 4	E4143101	L
123	3456	1234	Teacher	Amber	01	E420	Social	Studies-	Grade 4	E4203101
12	3456	1234	Teacher	Amber	01	E440	Science	-Grade 4	E4403101	L
234	567	2345	Teacher	Brian01	E190	PE-Gr	ade 1	E190302	2	
234	567	2345	Teacher	Brian	01	E290	PE-Grad	e 2	E2903033	3
234	567	2345	Teacher	Brian	01	E390	PE-Grad	e 3	E3903044	1
234	567	2345	Teacher	Brian	01	E590	PE-Grad	e 5	E5903066	5
234	567	2345	Teacher	Brian	01	к90	PE-Kind	ergarten	к903011	

Errors and Warnings Reports, Tab Delimited Format

Errors and Warnings Report Layout

Element	Description	Campus Application		
Report Header				
Report Name	The name of the extract being generated. This will always report a value of Teacher Course Assignment Errors and Warnings Report .	N/A		
Total Records	The total amount of records generated.	N/A		
File Name	TEW_RCDT Code_Date.extension This must be the same file name used for the actual file name when the save as action is performed.	N/A		
Date	The date the extract was generated.	N/A		
RCDTS Code	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. <i>RRCCCDDDDTTSSSS, 15 characters</i>	System Administration > Reso Information > State District Nu Number, County System Administration > Reso School Number		
		District.districtID District.county District.region School.number		

Element	Description	Campus Application			
Report Layout					
Illinois Educator Identifying	Teacher's State Staff ID number.	Census > People > Demograp			
Number (IEIN)	Numeric, 10 digits	Person.staffStateID			
Local Teacher ID	School- or District-assigned teacher number.	Census > People > Demograp Number			
		Person.localStaffID			
Teacher Last Name	Teacher's last name.	Census > People > Identity In			
	When the Report Protected Identities checkbox is marked on the report editor, the teacher's last	Identity.lastName			
	name reports from the Legal Last Name field if populated.	Census > People > Identities > Information > Legal Last Name			
	Alphanumeric, 30 characters	Identity.legalLastName			
Teacher First Name	Teacher's first name.	Census > People > Identity Inf			
	When the Report Protected Identities checkbox is marked on the report editor, the teacher's first	Identity.firstName			
	name reports from the Legal First Name field if populated.	Census > People > Identities > Information > Legal First Name			
	Alphanumeric, 30 characters	Identity.LegalfirstName			
Term	Identifies the calendar term in which the section	Scheduling > Courses > Cours			
	occurs.	Section.term			
	Numeric, 2 digits				
Local Course ID	School-assigned or District-assigned number of the course.	Scheduling > Courses > Cours			
		Course.number			
		Schoduling & Courses & Course			
Local Course Title	Course Name.	Scheduling > Courses > Cours			
	Alphanumeric, up to 100 characters	Course.name			
Section Number	Reports the concatenated value of the Course Number and Section Number.	Scheduling > Course > Course Number			
	Numeric, up to 10 digits	Section.number			