

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

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

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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.

Errors and Warnings Report Editor

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 + __ + MMDDYY_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	<p>When marked, the following marks are removed from student names and other reported data:</p> <ul style="list-style-type: none"> • Apostrophes ('), Commas (,), Periods (.) • Umlaut (Ö) • Tilde (Ñ) • Grave Accents (Ò), Acute Accents (Ó) • Circumflex (Ô) <p>When not marked, these marks are not removed.</p>
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	B	C	D	E	F	G	H	I
1	Teacher Cour	45	TEW_31008300026_02	2/18/2015	3E+14				
2	Warning Records:45								
3	The following course/sections are scheduled and have a teacher with a state role but do not have any students rostered; they W								
4	IEIN	LocalTeacherID	TeacherLastName	TeacherFirstName	Term	LocalCour	LocalCourseTitle	SectionNumber	
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	K90	PE-Kindergarten	K903011	
15	345678	3456	Teacher	Cassie	1	E410	Language Arts-Grad	E4103102	
16									

Errors and Warning Report, State Format (Comma Delimited)

Header Records:1

ReportName	TotalRecords	FileName	Date	RCDTSC
Teacher Course Assignment Errors and Warnings Report	45	TEW_31008300026_02182015_001.html	02/18/2015	31008300

Warning Records:45
The following course/sections are scheduled and have a teacher with a state role but do not have any students rostered; they WILL

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
234567	2345	Teacher	Brian	01	E590	PE-Grade 5	E5903066

Errors and Warnings, HTML Format

TEW_31008300026_02182015_001 - Notepad

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File Edit Format View Help
ReportName      TotalRecords  FileName      Date      RCDTSCode
Teacher Course Assignment Errors and Warnings Report  45      TEW_31008300026_021
IEIN  LocalTeacherID  TeacherLastName  TeacherFirstName  Term  LocalCourse
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 Brian01  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
234567  2345  Teacher Brian  01  E590  PE-Grade 5  E5903066
234567  2345  Teacher Brian  01  K90   PE-Kindergarten  K903011
  
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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
RCDTSC Code	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. <i>RRCCDDDDTTSSSS, 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 Number (IEIN)	Teacher's State Staff ID number. <i>Numeric, 10 digits</i>	Census > People > Demograph Person.staffStateID
Local Teacher ID	School- or District-assigned teacher number. <i>Numeric, up to 50 digits</i>	Census > People > Demograph Number Person.localStaffID
Teacher Last Name	Teacher's last name. 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. <i>Alphanumeric, 30 characters</i>	Census > People > Identity Inf Identity.lastName Census > People > Identities > Information > Legal Last Name Identity.legalLastName
Teacher First Name	Teacher's first name. 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. <i>Alphanumeric, 30 characters</i>	Census > People > Identity Inf Identity.firstName Census > People > Identities > Information > Legal First Name Identity.LegalfirstName
Term	Identifies the calendar term in which the section occurs. <i>Numeric, 2 digits</i>	Scheduling > Courses > Cours Section.term
Local Course ID	School-assigned or District-assigned number of the course. <i>Alphanumeric, up to 50 characters</i>	Scheduling > Courses > Cours Course.number
Local Course Title	Course Name. <i>Alphanumeric, up to 100 characters</i>	Scheduling > Courses > Cours Course.name
Section Number	Reports the concatenated value of the Course Number and Section Number. <i>Numeric, up to 10 digits</i>	Scheduling > Course > Course Number Section.number