

# Staff Attendance Extract (Massachusetts)

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[Reporting Population and Business Rules](#) | [Generate the Report](#) | [Understand the Report](#)

Tool Search: Extracts

The Staff Attendance Extract allows users to mass export staff primary district assignment data for editing/manipulation of fields for staff attendance data that will later be imported back into Infinite Campus.

**Extracts ☆**

Reporting > MA State Reporting > Extracts

**MA State Extracts**

This tool extracts information for MA state extracts. Choose the State Format to get the file in the state defined file format, or choose one of the testing/debugging formats.

**Extract Options**

Extract Type: Staff Attendance Extract (highlighted with a red box)

Effective Date: 06/10/2024

Format: State Format (CSV)

Header Off:

Ad Hoc Filter:

Generate Extract | Submit to Batch

Staff Attendance Extract

## Reporting Population and Business Rules

- All district assignments active as of the Effective Date will report.
  - Only district assignments marked as Primary are included.
  - Only district assignments within the selected calendar/school/district are included

## Generate the Report

1. Select an **Extract Type** of 'Staff Attendance Extract'.
2. Enter the **Effective Date**. Only staff members with district assignments active on this date are included in the report.
3. Enter the report **Format**.
4. To generate the report without a header, mark the **Header Off** checkbox.
5. Select which calendar(s) to will report staff member data.
6. Filter reported data by selecting an **Ad Hoc Filter** (optional).
7. Click **Generate Extract** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Staff Attendance Report Records:98								
PersonID	StaffStateID	LocalStaffID	LastName	MiddleName	FirstName	AssignmentID	StaffExpectedAttendance	StaffActualAttendance
12345	11111111	123456	TESTER	NICOLE	JANIEZE	1353		0
123456	22222222	12344	TESTER	R	TIMMIE	1241		0
1234	33333333	222222	TESTER	MATTHEW	COREY	1242		0
55555	12345678	33333	TESTER	MARIA	STELLA	8525		0
112233	11122233	444444	TESTER	ELIZABETH	KAITLYN	11789		0

Staff Attendance Report Output

## Understand the Report

The table below describes each reported field

Field	Description	Format	Campus UI Location	Database Field
<b>PersonID</b>	Report Internal DB identifier	Numeric	Internal identifier	Person.personID
<b>StaffStateID</b>	The staff member's Staff State ID.	Alphanumeric	Demographics >Staff State ID	Person.staffStateID
<b>LocalStaffID</b>	The staff member's Local Staff ID.	Alphanumeric	Demographics >Local Staff Number	Person.staffNumber
<b>LastName</b>	The staff member's last name.	Alphanumeric	Demographics >Last Name	Identity.lastName
<b>MiddleName</b>	The staff member's middle name.	Alphanumeric	Demographics >Middle Name	Identity.middleName
<b>FirstName</b>	The staff member's first name.	Alphanumeric	Demographics >First Name	Identity.firstName
<b>AssignmentID</b>	The AssignmentID of the staff member's Primary Assignment.	Numeric	Internal identifier	EmploymentAssignment.assignmentID
<b>StaffExpectedAttendance</b>	The staff member's expected attendance.	Numeric	District Assignments > Staff Expected Attendance District Assignments > Primary District Assignment	EmploymentAssignment.startDate EmploymentAssignment.endDate EmploymentAssignment.primary
<b>StaffActualAttendance</b>	The staff member's actual attendance.	Numeric	District Assignment > Staff Actual Attendance District Assignment > Primary District Assignment	EmploymentAssignment.startDate EmploymentAssignment.endDate EmploymentAssignment.primary