Staff Language Template (New Mexico)

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Tool Search: Staff Language

This tool extracts data to complete the Staff Language Template. Staff must have an active District Employment as of the Snapshot Date. Choose the State Format to get the file in the state defined file format; otherwise, choose one of the other available formats.

Staff Language Editor

Extract Logic

▸ Click here to expand...

Staff Logic

- To report, staff must have at least one active District Employment record as of the Snapshot Date.
  - This is identified as:
    - the District Employment - Start Date is on or before the Snapshot Date selected on

the extract editor
- the District Assignment- End Date is after the Snapshot Date selected on the extract editor

Extract Editor

Field	Desccription
Submission Schedule	A dropdown list of submission schedules and include: • 40D • 80D • 120D • EOY (End of Year)
Snapshot Date	Defaults to the current date.
Ad Hoc Filter	Ad Hoc Filters allow you to limit report results to those included in the filter. This option is useful for troubleshooting. For example, you could filter report results to specific staff members.
Format	The format in which the report will generate. • State Format (CSV) • HTML
Generate/Submit to Batch	The report can be marked to generate immediately using the **Generate Extract** button or can be marked to generate at a later time using the **Submit to Batch** button. See the Batch Queue article for additional guidance.

Report Layout

#	Element	Logic	Location
1	District Code	A three character district code.	District Information > State District Number **Database:** District.number
2	Staff ID	The staff member's social security number.	Identities > Soc Sec Number **Database:** Identity.ssn

#	Element	Logic	Location
3	School Year Date	Reports the end year value based on the Year selected in the Campus Toolbar.	Calendar Information > End Date **Database:** Calendar.endDate
4	Language Code	Reports the code of the Home Primary Language value identified for the staff member.	Identities > Home Primary Language
5	Language Use	Automatically defaults to Home.	Default Setting