Positions and Exits Collections (Virginia)

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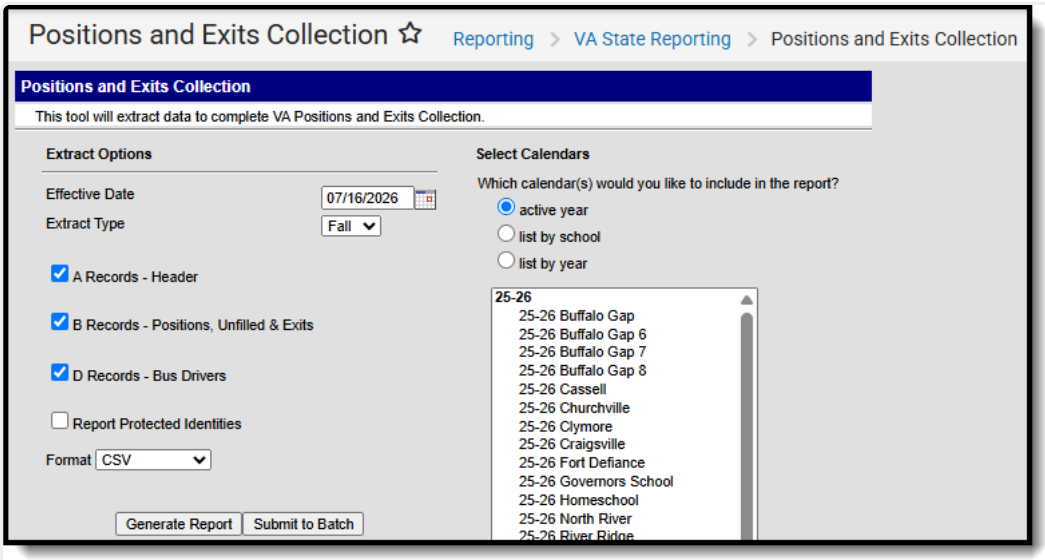
Tool Search: Positions and Exits

The Positions and Exits Collection collects data regarding staff shortages by position and geographic region, measures the growth and decline of required staffing levels, and evaluates the reasons licensed personnel leave the field.



Positions and Exits Collection Editor

Read - Access and generate Positions and Exits Collections.
Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.

Report Logic

Extract Type	Logic
Fall	When selected, the A, B, and D Records options display.
EOY	When selected, the A, B, and C Records options display.

Report Population

- Staff report on the collection when their District Assignment's Employment Assignment

Information's Title selection has Standard Code populated in the attribute dictionary.
- A staff record is generated for each unique Title Standard Code, Adult Ed, Special Ed and EL combination. Up to 4 record can report for each position code combination.
- When the Extract Type = EOY, staff only report when the License Number on their District Employment is populated.
- On the Fall Extract Type, staff do not report when their District Assignment End Date is before the Effective Date of report generation.

B Record Report Population

- Staff report on the collection when their District Assignment Title is populated, and the District Employment End Date is blank on or before 6/30 of the current school year AND on or after 7/1 of the current school year start date.
- A record is generated for each unique Title Standard Code with the Adult Ed Only, OR English Learning Only, OR Special Ed checkbox marked on the staff member's District Assignment. A staff member with all three of these checkboxes marked reports as three separate records. An additional record may generate when the position has none of the above checkboxes marked.
- Staff report on the collection when their District Assignment standard code is 1-138.
- For each record reported, the following logic is used to determine the Level Code (SCH or DIV):
  - When all staff in a record have the District Staff checkbox marked or have multiple district assignments, the Level Code is DIV. For the staff to be considered DIV, their District Assignment End Date must be null OR on or before the Effective Date AND on or after 7/1 of the calendar's Start Year. A staff member can have two different job titles and still be considered DIV.
  - When all staff in a record have the District Staff checkbox marked and only one district assignment, the Level Code is SCH.
  - When some staff are DIV and some are SCH, two records are created. One for the DIV Level Code staff and one for the SCH Level Code staff.
- Does not report when the Employment End Date is before the School Year Start Date.
- Staff with a Title Standard Code of 89: Bus Driver report on the D Record.
- EOY reporting period reports licensed staff only.

C Record Report Population

- Staff report on the collection when their District Assignment Title is populated, and the District Employment End Date is on or before the Effective Date of the report generation date AND on or after the School Year Start Date.
- Staff report on the collection when their District Assignment standard code is 1-138.
- Staff with a Title Standard Code of 89: Bus Driver report on the D Record.
- Does not report staff where the District Assignment End Date is before the School Year (7/1) Start Date.
- EOY reporting period reports licensed staff only.
  - Staff with position codes 93, 101, 114-135, 138, or 139, do NOT report.

D Record Report Population

- Staff report on the collection when their District Assignment Title Standard Code is 89: Bus

Driver or 139: Car Driver, and the District Employment End Date is blank on or before the Effective Date of the report generation date AND on or after the School Year Start Date.

- Staff with a future District Assignment report and are considered DIV Level Code (Start Date is not considered in the report criteria).
- For each record reported, the following logic is used to determine the Level Code (SCH or DIV):
  - When all staff in a record have the District Staff checkbox marked or have multiple district assignments, the Level Code is DIV. For the staff to be considered DIV, their District Assignment End Date must be null OR on or before the Effective Date AND on or after 7/1 of the calendar's Start Year. A staff member can have two different job titles and still be considered DIV.
  - When all staff in a record have the District Staff checkbox marked and only one district assignment, the Level Code is SCH.
  - When some staff are DIV and some are SCH, two records are created. One for the DIV Level Code staff and one for the SCH Level Code staff.

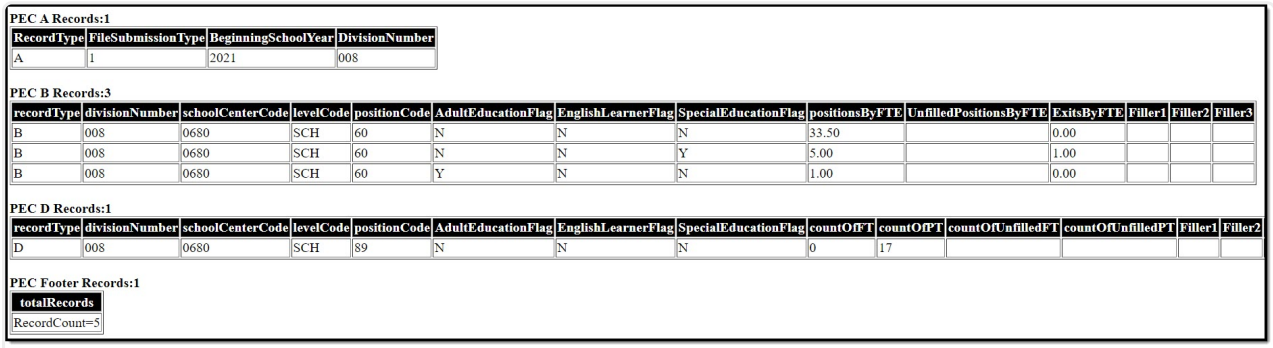
Report Editor Fields

Field	Description
Effective Date	The date for which the information in the report is active or valid.
Extract Type	The extract type. Options include: Fall or EOY
Records Checkboxes	Indicates which type of record reports on the collection. Options include: • A Records - Header • B Records - Positions, Unfilled & Exit • C Records - Reasons for Exits • D Records - Bus Drivers
Report Protected Identities	When marked, the report pulls demographic data from the Legal Identity fields.
Format	The format in which the report generates. Options are CSV, Tab Delimited, and HTML.
Calendar(s)	The calendar(s) from which data is pulled.
Generate Extract Submit to Batch	Users have the option of submitting the report to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Generate the Collection

1. Enter an **Effective Date**.
2. Select an **Extract Type** from the dropdown, either Fall or EOY.

3. Select which records to include in the collection by marking or unmarking the **Records** checkboxes.
4. Select the **Format** for report generation.
5. Select which **Calendar(s)** to include in the report.
6. Click **Generate Extract** or **Submit to Batch**.



PEC A Records:1

RecordType	FileSubmissionType	BeginningSchoolYear	DivisionNumber
A	1	2021	008

PEC B Records:3

recordType	divisionNumber	schoolCenterCode	levelCode	positionCode	AdultEducationFlag	EnglishLearnerFlag	SpecialEducationFlag	positionsByFTE	UnfilledPositionsByFTE	ExitsByFTE	Filler1	Filler2	Filler3
B	008	0680	SCH	60	N	N	N	33.50		0.00			
B	008	0680	SCH	60	N	N	Y	5.00		1.00			
B	008	0680	SCH	60	Y	N	N	1.00		0.00			

PEC D Records:1

recordType	divisionNumber	schoolCenterCode	levelCode	positionCode	AdultEducationFlag	EnglishLearnerFlag	SpecialEducationFlag	countOfFT	countOfPT	countOfUnfilledFT	countOfUnfilledPT	Filler1	Filler2
D	008	0680	SCH	89	N	N	N	0	17				

PEC Footer Records:1

totalRecords
RecordCount=5

Collection Example, Fall Extract Type, HTML Format

Collection Layout

File Header

Data Element	Description	Location
SenderID	The State District Number. *Numeric, 3 digits*	District Information > State District Number District.number
CreateDate	The date the report was generated. *MM/DD/YYYY*	N/A
CreateTime	The time the report was generated. *HH:MM:SS*	N/A
Email	Report a blank value of Email=.	N/A
"Two Tildes"	Reports ~~	N/A
DATATYPE	Reports <PEC>	N/A
"One Tilde"	Reports ~	N/A

A Records - Header

Data Element	Description	Location
Record Type	Reports A. *Alphanumeric, 1 character*	N/A

Data Element	Description	Location
File Submission Type	Reports 1 when report generation reporting period = Fall. Reports 3 when report generation reporting period = EOY. *Numeric, 1 digit*	N/A
Beginning School Year	The school year. *Numeric, 4 digits (YYYY)*	N/A
Division Number	The 3 digit State District Number. When the number is less than 3 digits, leading zeros are added. *Numeric, 3 digits*	District Information > State District Number District.number

B Records - Positions, Unfilled & Exits

Data Element	Description	Location
Record Type	Reports as B.	N/A
Division Number	The state-assigned District Number. *Numeric, 4 digits*	District Information > State District Number District.number
School/Center Code	The state-assigned School number. *Numeric, 4 digits*	School > State School Number School.number
Level Code	The code indicating when the position is assigned to only one school or central office. Reports as SCH or DIV. *Alphanumeric, 3 characters.*	N/A
Position Code	The standard code from the District Assignment title. *Numeric, 4 digits*	District Assignment > Title EmploymentAssignment.title

Data Element	Description	Location
Adult Education Flag	Indicates when the staff member is marked as an Adult educator. This field reports as N when field 7 (English Learner Flag) or field 8 (Special Ed Education Flag) = Y. *Alphanumeric, 1 character (Y or N)*	District Assignment > Adult Ed Only EmploymentAssignment.adultEd
English Learner Flag	Indicates when the staff member is marked as an English Learner educator. This field reports as N when field 6 (Adult Education Flag) or field 8 (Special Ed Education Flag) = Y. *Alphanumeric, 1 character (Y or N)*	District Assignment > English Learning Only EmploymentAssignment.ell
Special Education Flag	Indicates when the staff member is marked as working solely with students with disabilities as defined by IDEA. This field reports as N when field 6 (Adult Education Flag) or field 7 (English Learner Flag) = Y. *Alphanumeric, 1 character (Y or N)*	District Assignment > Special Ed EmploymentAssignment.specialEd
Positions by FTE	The number of Positions by FTE, including all positions held by school-level and division-level personnel, both licensed and unlicensed. **Logic:** this reports blank when Extract Type = EOY. *Numeric, 7 digits*	District Assignment > FTE of Assignment EmploymentAssignment.fte

Data Element	Description	Location
Unfilled Positions by FTE	The number of positions by FTE that were unfilled. Unfilled positions only include those positions that were advertised as available but no one qualified was hired. When the duties of the position were given to an existing employee in lieu of hiring a new employee, the position is included in this count. **Logic:** this reports 0.00 when Extract Type = EOY and Fall. *Numeric, 7 digits*	N/A

Data Element	Description	Location
Exits by FTE	The number of positions that were vacated by licensed employees after their contract was signed for the current school year. **Logic:** this reports blank when Extract Type = EOY. Sums the FTE of assignments where District Employment End Date is populated with date on or after School Year Start Date (7/1) and on or before School Year d Date (6/30). • When field 6, Adult Ed Flag is Y, sums the FTE of Assignment of all assignments of position code and the Adult Ed field is marked and District Employment End Date is populated with a date on or after Calendar School Year Start Date (7/1) and on or before School Year End Date (6/30). • When field 7, EL Flag is Y, sums the FTE of Assignment of all assignments of position code and EL is marked and District Employment End Date is populated with date on or after Calendar School Year Start Date (7/1) and on or before School Year End Date (6/30). • When field 8, Sped Ed Flag is Y, sums the FTE of Assignment of all assignments of position code and the Sped Ed field is marked and District Employment End Date is populated with date on or after Calendar School Year Start Date (7/1) and on or before School Year End Date (6/30).	District Employment > End Date Employment.endDate

Data Element	Description	Location
Filler	*Numeric, 7 digits* Reports as blank.	N/A
Filler	Reports as blank.	N/A
Filler	Reports as blank.	N/A

C Records - Reasons for Exits

Data Element	Description	Location
Record Type	Reports as C.	N/A
Position Type	A code to identify when the exiter is a teacher, administrator or other licensed personnel. • Repots as TCH when the position code is 1-83, 136, and 137. • Reports as ADMIN when the position code is 84 -88, 90-92, 94-100, 102-113 (except 89, 93, 101 or 114 - 135). • Reports as blank when the position code is 114-135 or 89 or 93 or 101. *Alphanumeric, 5 characters*	District Assignment > Title EmploymentAssignment.title
Gender Code	The gender code of the staff member. *Alphanumeric, 1 character*	Demographics > Gender Identity.gender
Ethnic Flag	The ethnicity of the staff member. Reports as Y when the Hispanic/Latino field is marked a Y on the Demographics tool. Otherwise, N or blank reports. *Alphanumeric, 1 character*	Demographics > Hispanic/Latino Identity.hispanicEthnicity
Race Code	The code associated with the staff member's race. *Numeric, 2 digits*	Demographics > Race/Ethnicity Identity.raceEthnicity
Primary Reason for Leaving	The Primary Reason (code) the employee left employment with the school division. *Numeric, 1 digit*	District Employment > Primary Reason for Leaving Employment.exitReason

Data Element	Description	Location
Secondary Reason for Leaving	The Secondary Reason (code) the employee left employment with the school division. *Numeric, 1 digit*	District Employment > Secondary Reason for Leaving Employment.exitReason2
Tertiary Reason for Leaving	The Tertiary Reason (code) the employee left employment with the school division. *Numeric, 1 digit*	District Employment > Tertiary Reason for Leaving Employment.exitReason3
Filler	Reports as blank.	N/A
Filler	Reports as blank.	N/A
Filler	Reports as blank.	N/A

D Records - Bus Drivers

Data Element	Description	Location
Record Type	Reports as D.	N/A
Division Number	The state-assigned District Number. *Numeric, 4 digits*	District Information > State District Number District.number
School/Center Code	The state-assigned School Number. *Numeric, 4 digits*	School > State School Number School.number
Level Code	A code to indicate when the position is assigned to only one school or central office. Reports as SCH or DIV. *Alphanumeric, 3 characters*	District Assignment
Position Code	Reports as 89 or 139. *Numeric, 4 digits*	District Assignment > Title = 89 OR 139 EmploymentAssignment.title

Data Element	Description	Location
Adult Education Flag	Indicates when the staff member is marked as an Adult educator. This field reports as N when field 7 (English Learner Flag) or field 8 (Special Ed Education Flag) = Y. *Alphanumeric, 1 character (Y or N)*	District Assignment > Adult Ed Only EmploymentAssignment.adultEd
English Learner Flag	Indicates when the staff member is marked as an English Learner educator. This field reports as N when field 6 (Adult Education Flag) or field 8 (Special Ed Education Flag) = Y. *Alphanumeric, 1 character (Y or N)*	District Assignment > English Learning Only EmploymentAssignment.ell
Special Education Flag	Indicates when the staff member is marked as working solely with students with disabilities as defined by IDEA. This field reports as N when field 6 (Adult Education Flag) or field 7 (English Learner Flag) = Y. *Alphanumeric, 1 character (Y or N)*	District Assignment > Special Ed EmploymentAssignment.specialEd
Count of FT	The number of full-time Bus Driver and Car Driver employees. *Numeric, 7 digits*	District Assignment > FTE of Assignment EmploymentAssignment.fte
Count of PT	The number of part-time Bus Driver and Car Driver employees. *Numeric, 7 digits*	District Assignment > FTE of Assignment EmploymentAssignment.fte
Count of Unfilled FT	The number of unfilled full-time employees by position (currently this is ONLY for Bus Drivers and Car Drivers). *Numeric, 7 digits*	District Assignment > FTE of Assignment EmploymentAssignment.fte

Data Element	Description	Location
Count of Unfilled PT	The number of unfilled part-time employees by position (currently this is ONLY for Bus Drivers and Car Drivers). *Numeric, 7 digits*	District Assignment > FTE of Assignment EmploymentAssignment.fte
Filler 1	Reports as blank.	N/A
Filler 2	Reports as blank.	N/A
Filler 3	Reports as blank.	N/A

Footer Records

Reports the total record count.