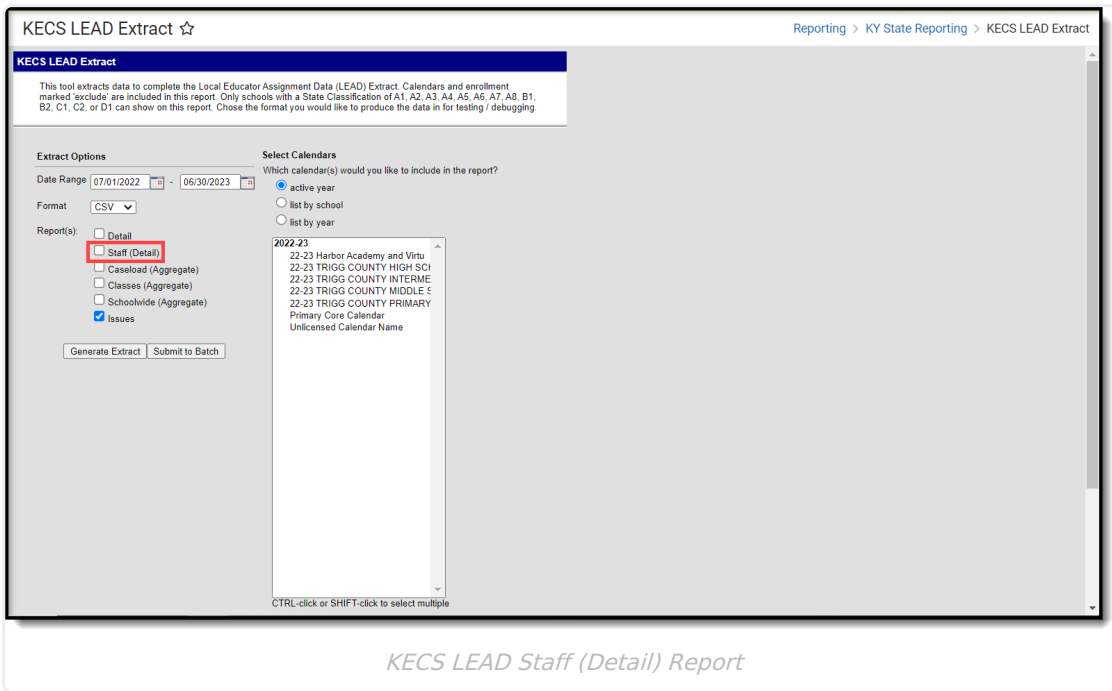


# KECS LEAD Extract Staff (Detail) Report

Last Modified on 03/11/2024 8:47 am CDT

Tool Search: KECS LEAD Extract

[Staff \(Detail\) Elements](#) | [Appendix D: Alternate Type Values](#)



KECS LEAD Staff (Detail) Report

The Staff (Detail) report will generate a list of active staff for a given calendar and will sort by the following in ascending order: EndYear, DistrictNumber, PersonID, SchoolNumber, Type, AltType.

## Staff (Detail) Elements

Data Element	Requirement/Rules	Path	Format
<b>Date Time Generated</b>	Date time the extract was generated.	N/A	MM/DD/YYYY HH:MM
<b>EndYear</b>	Reports the end year for a reported school session.	N/A	XXXX 4-digit number (e.g. 2022 for SY 21-22)

Data Element	Requirement/Rules	Path	Format
<b>PersonID</b>	<p>Reports the unique person identifier within a district.</p> <p>Only staff who were active during the reported school year (7/1 - 6/30) should be included. A staff member is defined as “active” if they have a District Assignment (Census &gt; People &gt; District Assignment) with dates that overlap the reported year AND have a District Employment (Census &gt; People &gt; District Employment) with dates that overlap the reported school year (7/1 - 6/30). Staff may have multiple active records within a school, only report one row per school/Type/Alt Type combination.</p>	Census > People > Demographics > Person Information > PersonID	Integer
<b>District Number</b>	<p>Reports the unique number or alphanumeric code assigned to the reporting district.</p>	System Administration > Resources > District Information > District > State District Number	XXX 3-digit number
<b>School Number</b>	<p>Reports the unique number or alphanumeric code assigned to the reporting school.</p>	System Administration > Resources > School > Select School > Location Number	XXX 3-digit number
<b>EPSB ID</b>	<p>Reports the unique number assigned to a staff member by the Kentucky Educator Licensure Systems (EPSB ID).</p> <p>If multiple employment records exist:</p> <ul style="list-style-type: none"> <li>• Use the record with a NULL end date</li> <li>• If all are end dated, use the record with the latest start date that overlaps the reported school year (7/1 - 6/30)</li> </ul>	Census > People > District Employment > Employment Information > License Number	Text

Data Element	Requirement/Rules	Path	Format
<b>First Name</b>	Reports the first name of an individual.	Census > People > Demographics > Person Information > First Name	Text
<b>Middle Name</b>	Reports the middle name of an individual.	Census > People > Demographics > Person Information > Middle Name	Text
<b>Last Name</b>	Reports the last name of an individual.	Census > People > Demographics > Person Information > Last Name	Text

Data Element	Requirement/Rules	Path	Format
<p><b>Type</b></p>	<p>Reports the position (type) of the staff member.</p> <p>Possible values are:</p> <ul style="list-style-type: none"> <li>• 01: Teacher</li> <li>• 02: Administrator</li> <li>• 03: Counselor</li> <li>• 04: Support</li> <li>• 05: Speech Therapist</li> <li>• 06: Librarian</li> <li>• 07: Other</li> </ul> <p>Only staff who were active during the reported school year (7/1 - 6/30) should be included.</p> <p>A staff member is defined as “active” if they have a District Assignment (Census &gt; People &gt; District Assignment) with dates that overlap the reported year AND have a District Employment (Census &gt; People &gt; District Employment) with dates that overlap the reported school year (7/1 - 6/30).</p> <p>Staff may have multiple active records within a school, only report one row per school/Type/Alt Type combination.</p>	<p>Census &gt; People &gt; District Assignment &gt; Employment Assignment Information &gt; Type</p>	<p>Code (e.g. 01)</p>
<p><b>Alt Type</b></p>	<p>Alternate Type if Type is 07-Other for Type rule 20. See <b>Appendix D</b> for possible values. Only report AltType when Type = 07: Other. Otherwise, if Type &lt;&gt; (does not equal) 07, return blank.</p>	<p>Census &gt; People &gt; District Assignment &gt; Employment Assignment Information &gt; Alternate Type</p>	<p>Code (e.g. AUD)</p>
<p><b>Teacher Role</b></p>	<p>Staff member is available to assign to a section.</p> <p>Possible values are:</p> <ul style="list-style-type: none"> <li>• Teacher checkbox checked = 1</li> <li>• Teacher checkbox NOT checked = 0</li> </ul>	<p>Census &gt; People &gt; District Assignment &gt; Employment Assignment Information &gt; Teacher</p>	<p>1/0</p>

Data Element	Requirement/Rules	Path	Format
<b>Special Ed Role</b>	Staff member is available to assign in special education module.  Possible values are: <ul style="list-style-type: none"> <li>• Special Ed checkbox checked = 1</li> <li>• Special Ed checkbox NOT checked = 0</li> </ul>	Census > People > District Assignment > Employment Assignment Information > Special Ed	1/0
<b>Staff Comments</b>	Comments from the assignment record.	Census > People > District Assignment > Employment Assignment Information > Comments	
<b>notes (not part of the data file)</b>			

## Appendix D: Alternate Type Values

The possible values for **Alternate Type** are pulled from the locked dictionary within Campus. The current values in this locked dictionary are:

- AUD: Audiologist
- CC: Career Counselor/Coach
- INT: Interpreter
- ISC: School Instructional Specialist/Coach
- LPC: Licensed Professional Clinical Counselor
- LPN: Licensed Practical Nurse
- OCC: Occupational Therapist
- ONP: Other Non-Professional
- OPR: Other Professional
- PHT: Physical Therapist
- PSY: Psychologist
- REC: Recreation Therapist
- REH: Rehabilitation Counselor
- RN: Registered Nurse/Advanced Practice RN
- SOW: Social Worker
- TAD: Teacher Aide
- WSC: Work Study Coordinator

