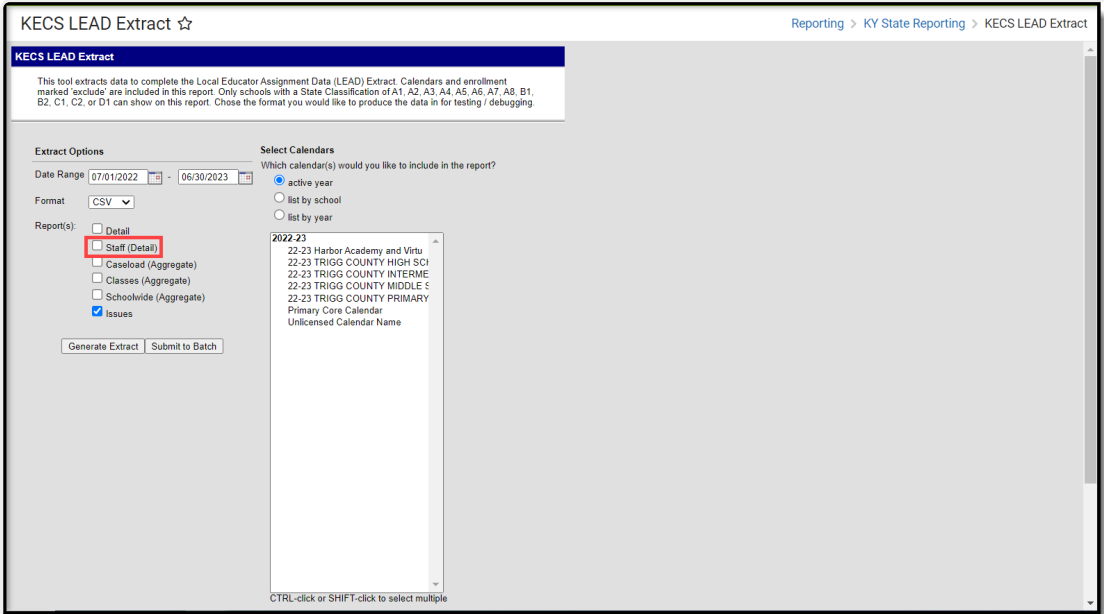


# KECS LEAD Extract Staff (Detail) Report

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

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KECS LEAD Extract ☆

Reporting > KY State Reporting > KECS LEAD Extract

**KECS LEAD Extract**

This tool extracts data to complete the Local Educator Assignment Data (LEAD) Extract. Calendars and enrollment marked 'exclude' are included in this report. Only schools with a State Classification of A1, A2, A3, A4, A5, A6, A7, A8, B1, B2, C1, C2, or D1 can show on this report. Choose the format you would like to produce the data in for testing / debugging.

**Extract Options**

Date Range: 07/01/2022 - 06/30/2023

Format: CSV

Report(s): ☐ Detail ☒ Staff (Detail) ☐ Caseload (Aggregate) ☐ Classes (Aggregate) ☐ Schoolwide (Aggregate) ☒ Issues

Generate Extract Submit to Batch

**Select Calendars**

Which calendar(s) would you like to include in the report?

☒ active year  
☐ list by school  
☐ list by year

2022-23

- 22-23 Harbor Academy and Virtue
- 22-23 TRIGG COUNTY HIGH SCHOOL
- 22-23 TRIGG COUNTY INTERMEDIATE
- 22-23 TRIGG COUNTY MIDDLE SCHOOL
- 22-23 TRIGG COUNTY PRIMARY
- Primary Core Calendar
- Unlicensed Calendar Name

CTRL-click or SHIFT-click to select multiple

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>	Reports the unique number or alphanumeric code assigned to the reporting district.	System Administration > Resources > District Information > District > State District Number	XXX 3-digit number
<b>School Number</b>	Reports the unique number or alphanumeric code assigned to the reporting school.	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
<b>Type</b>	<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>	Census > People > District Assignment > Employment Assignment Information > Type	Code (e.g. 01)
<b>Alt Type</b>	<p>Alternate Type if Type is 07-Other for Type rule 20.</p> <p>See <b>Appendix D</b> for possible values.</p> <p>Only report AltType when Type = 07: Other. Otherwise, if Type &lt;&gt; (does not equal) 07, return blank.</p>	Census > People > District Assignment > Employment Assignment Information > Alternate Type	Code (e.g. AUD)
<b>Teacher Role</b>	<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>	Census > People > District Assignment > Employment Assignment Information > Teacher	1/0

Data Element	Requirement/Rules	Path	Format
<b>Special Ed Role</b>	<p>Staff member is available to assign in special education module.</p> <p>Possible values are:</p> <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

