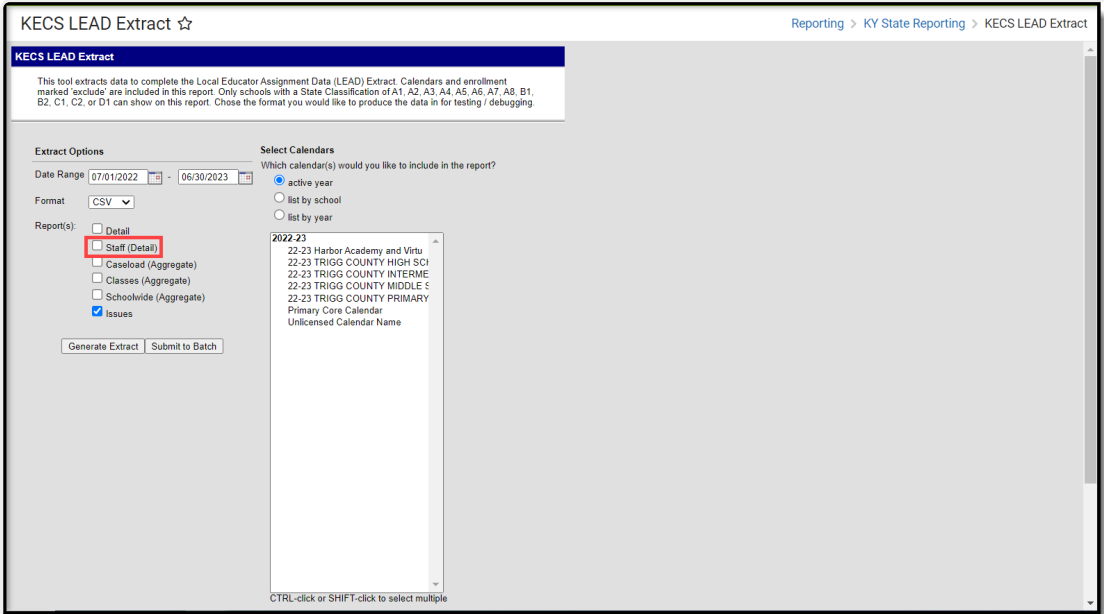# KECS LEAD Extract Staff (Detail) Report

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

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
Date Time Generated	Date time the extract was generated.	N/A	MM/DD/YYYY HH:MM
EndYear	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
PersonID	Reports the unique person identifier within a district. 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 > People > District Assignment) with dates that overlap the reported year AND have a District Employment (Census > People > 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.	Census > People > Demographics > Person Information > PersonID	Integer
District Number	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
School Number	Reports the unique number or alphanumeric code assigned to the reporting school.	System Administration > Resources > School > Select School > Location Number	XXX 3-digit number
EPSB ID	Reports the unique number assigned to a staff member by the Kentucky Educator Licensure Systems (EPSB ID). If multiple employment records exist: • Use the record with a NULL end date • If all are end dated, use the record with the latest start date that overlaps the reported school year (7/1 - 6/30)	Census > People > District Employment > Employment Information > License Number	Text

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

Data Element	Requirement/Rules	Path	Format
Type	Reports the position (type) of the staff member. Possible values are: • 01: Teacher • 02: Administrator • 03: Counselor • 04: Support • 05: Speech Therapist • 06: Librarian • 07: Other 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 > People > District Assignment) with dates that overlap the reported year AND have a District Employment (Census > People > 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.	Census > People > District Assignment > Employment Assignment Information > Type	Code (e.g. 01)
Alt Type	Alternate Type if Type is 07-Other for Type rule 20. See **Appendix D** for possible values. Only report AltType when Type = 07: Other. Otherwise, if Type <> (does not equal) 07, return blank.	Census > People > District Assignment > Employment Assignment Information > Alternate Type	Code (e.g. AUD)
Teacher Role	Staff member is available to assign to a section. Possible values are: • Teacher checkbox checked = 1 • Teacher checkbox NOT checked = 0	Census > People > District Assignment > Employment Assignment Information > Teacher	1/0

Data Element	Requirement/Rules	Path	Format
Special Ed Role	Staff member is available to assign in special education module. Possible values are: • Special Ed checkbox checked = 1 • Special Ed checkbox NOT checked = 0	Census > People > District Assignment > Employment Assignment Information > Special Ed	1/0
Staff Comments	Comments from the assignment record.	Census > People > District Assignment > Employment Assignment Information > Comments	
notes (not part of the data file)			

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