

# Staff Assignment (Oregon)

Last Modified on 03/12/2024 8:40 am CDT

[Report Logic](#) | [Report Editor](#) | [Generate the Report](#) | [Report Layout](#)

Tool Search: Staff Assignment

The Staff Assignment report collects information on teachers who provide instruction to students. To report, teachers must have a State Staff ID and teach at least one instructional class during the entered Start and End Date and have at least one student scheduled into that instructional class.

Staff Assignment ☆
Reporting > OR State Reporting > Staff Assignment

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**Instructions** +

**Set Up** -

Search Calendars  Show Active Year Only

Expand All Collapse All

- ▼ 23-24
  - ▼ Riverside Junior/Senior High School
    - 23-24 RJSH

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**Report Options** -

Start Date \*  📅

End Date \*  📅

Include partial SSN

Exclude Cross-Site Data

Ad Hoc Filter  ▼

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**Output Options** -

Report Processing Format Type

Generate Now  HTML

Submit to Batch Queue  CSV

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**Batch Queue Results** -

Start Date  📅 End Date  📅

Report Title	Queued Time ↓	Status
ORStaffAssignment	02/27/2024 10:22:39 AM	COMPLETED <span style="float: right;">&gt;</span>
ORStaffAssignment	02/27/2024 10:20:21 AM	COMPLETED <span style="float: right;">&gt;</span>
ORStaffAssignment	02/27/2024 10:19:03 AM	COMPLETED <span style="float: right;">&gt;</span>

1 - 3 of 9 Items

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Generate

Staff Assignment Report

**Read** - View, select options and generate the Staff Assignment Report.

**Write** - N/A

**Add** - N/A

**Delete** - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

This report might look different to some of the other available Oregon reports. Product-wide initiatives are being made throughout the product to improve technology and increase accessibility.

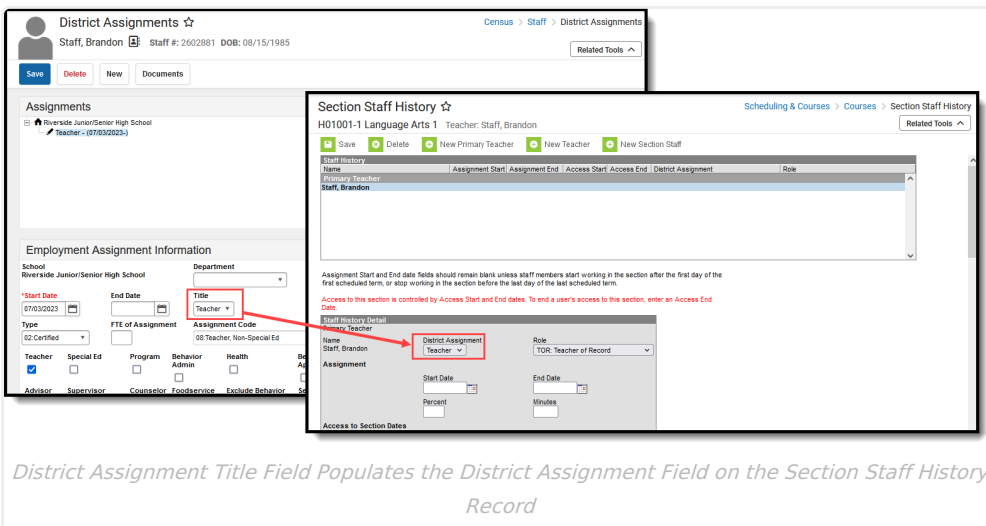
## Report Logic

One record per reportable Teacher and reportable Section combination that is active on at least ONE instructional date in the entered date range reports.

Staff and Section records do NOT report when:

- **District Assignments** are marked as **Exclude**.
- **Courses** are marked as **Exclude from State Reporting**.
- **Calendars** are marked as **Exclude**.

Teachers must have a **Staff State ID** entered on their **Demographics** record. Their District Assignment record must also be linked on the Section Staff History record. The District Assignments record must have the Title field populated in order to link the District Assignment record on the Section Staff History Record.



## Section Staff History Role

The **Role** field on the Section Staff History must have a value that is NOT one of the following in order for that staff person to report:

- NSR: Not State Reported
- COL: College Instructor/Professor
- STU: Student Teacher

## Substitute Teachers

Short Term Substitutes (STS) do not typically report; however, logic exists to report both Long Term Substitutes (LTS) and Short Term Substitutes when they are scheduled for more than or equal to 20 days. The assigned Teacher of Record may report as active even though a LTS or STS teaches the class during the entered date range.

LTS or STS report class/teacher of record returning start and end dates entered on the Section Staff History record ONLY when the number of Monday-Friday School Days taught during the date range are greater than or

equal to 20 days. STS by definition should not be assigned to a section for more than 20 days.

## One Teacher, Multiple Teachers

When only one teacher is assigned to teach the section at any time during the reporting range, the following process is used to determine the reported dates:

- When there are no start or end dates entered on the Section Staff History, the first and last instructional dates of the class report as the Teacher's start and end dates.
- When start and end dates are entered on the Section Staff History where the dates selected are instructional days, the dates selected report.
- When the start date entered on the Section Staff History is not an instructional day, the first instructional date after the Teacher's entered start date reports.
- When the end date entered on the Section Staff History is not an instructional day, the first instructional date prior to the Teacher's entered end date reports.

When multiple teachers are assigned to teach the section at any time during the reporting range, the following process is used to determine the reported dates:

1. Look to see whether a substitute teacher (LTS or STS) is assigned as the Teaching Role.
2. When No, the dates report as mentioned above.
3. When Yes, the number of consecutive school days during the reporting range is content where the LTS/STS is scheduled.
4. When that number is less than 20 days, the Teacher of Record start and end dates reports as being present during the time the substitute is scheduled to teach the section.
5. When the number of days is more than 20 days, the Teacher of Record start and end dates reports as not being present during the time the substitute is scheduled to teach the section.

## Summer School Calendars

When the selected calendar is a Summer School calendar (the Summer checkbox is marked on the Calendar Information editor), ALL course sections must be scheduled for at least 10 instructional days to report. Summer courses for 2023 report in the 2023-2024 school year. Summer courses for 2024 report in the 2024-2025 school year.

Similar logic for Teacher of Record and Substitute Teachers that is noted above applies to Summer School Calendars as well. However, the days calculation uses a reduced 10 consecutive days count to determine the present value.

## Course Section Requirements

The following must be assigned on the Courses in order to report:

- The **State Course Code** must be populated on the Course Information editor.
- The Course Section must be scheduled into an Instructional period.
- At least one student must be scheduled into the Course Section.

The Course must be assigned SCED Code must be entered on the Course Information editor. This code is derived from the selections made in the NCES Data editor. Select the SCED Subject Area and SCED Course Identifier. Additional fields display after those selections are made.

The Intended Grade of the course must be Kindergarten to 12th grade:

- Using **SCED Lowest Grade** and **SCED Highest Grade fields**, the grade level range of the course can be

found:

- When the Lowest Grade is 03 and Highest Grade is 08, then all grades (03,04,05,06,07,08) in the range fall into K-12 requirement.
- When the Lowest Grade is 09 and Highest Grade is 07, then both grades (07, 09) fall into the K-12 requirement.
- When BOTH Lowest Grade and Highest Grade are NULL, the report record

The **Class Type** field must not be populated in order to report.

## Report Editor

Data Element	Description
<b>Setup</b>	
<b>Search Calendars</b>	Search field to narrow the list of calendars to select. Use the Expand All/Collapse All. Place a checkbox next to the desired school and calendars.
<b>Show Active Year Only</b>	When set to ON, only those calendars for the current school year are available for selection. When set to OFF, all calendars from all school years are available for selection.
<b>Report Options</b>	
<b>Start Date</b>	Entered date reflects the start of the reporting range in which data reports. This field defaults to July 01 of the school start year.
<b>End Date</b>	Entered date reflects the end of the reporting range in which data reports. This field defaults to June 30 of the school end year.
<b>Include Partial SSN</b>	When marked, the last four fields of the staff person's Social Security number are included in the report when the Social Security number is available on the staff person's Demographic record.
<b>Exclude Cross-Site Data</b>	When marked, staff information for Cross-Site Enrollment courses is not included in the report. Cross-Site Enrollment is a new tool coming soon. Watch the <a href="#">Cross-Site Enrollment video</a> for more information.
<b>Ad hoc Filter</b>	Select which students to include in the extract by choosing a filter that was created in the Filter Designer. Only those students included in the filter are included in the report.
<b>Output Options</b>	
<b>Report Processing</b>	To generate the report immediately, select <b>Generate Now</b> option. To choose when the report generates, use the <b>Submit to Batch</b> option. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the <a href="#">Batch Queue</a> article for more information.
<b>Format Type</b>	Determines in which format the report generates - CSV or HTML.

## Generate the Report

1. Search for and select the desired **Calendars**.
2. Enter the desired **Start and End Dates**.
3. Mark the **Include Partial SSN** to include Social Security numbers in the report.
4. Mark the **Exclude Cross-Site Data** to ignore all Cross-Site Enrollment Courses.

- Choose an **Ad hoc Filter** to return just the course and staff information included in the selected filter.
- Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
- Select the desired **Format Type**.
- Click **Generate**. The report displays in the selected format.

Staff Assignment Records:6

ChkDigitStaffID	TSPCAccntID	EmprInstID	EmprStaffID	SSN	LNm	FNm	MI	BirthDtTst	Gndr	HispEthnicPg	AmerIndianAlskuNtvRacePg	AsianRacePg	Blk
0000876003		0000000820	3216549	2333	Student	Mary	M	06101965	F	N	N	N	N
0000876003		0000000820	3216549	2333	Student	Mary	M	06101965	F	N	N	N	N
0000876003		0000000820	3216549	2333	Student	Mary	M	06101965	F	N	N	N	N
0000876003		0000000820	3216549	2333	Student	Mary	M	06101965	F	N	N	N	N
0000876003		0000000820	3216549	2333	Student	Mary	M	06101965	F	N	N	N	N
0006549870		0000000820	6549870		Student	Joseph		04161985	M	N	N	N	N

Staff Assignment Report - HTML Format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	ChkDigitSt	TSPCAccn	EmprInst	EmprStaff	SSN	LNm	FNm	MI	BirthDtTst	Gndr	HispEthnic	AmerIndia	AsianRace	BlackRace	WhiteRace	PacIsndrF	USIDFill	ChkDigit
2	0000876003	00000008	3216549	2333	Student	Mary	M	06101965	F	N	N	N	N	N	Y	N		0000002
3	0000876003	00000008	3216549	2333	Student	Mary	M	06101965	F	N	N	N	N	N	Y	N		0000000
4	0000876003	00000008	3216549	2333	Student	Mary	M	06101965	F	N	N	N	N	Y	N			0000003
5	0000876003	00000008	3216549	2333	Student	Mary	M	06101965	F	N	N	N	N	Y	N			0000002
6	0000876003	00000008	3216549	2333	Student	Mary	M	06101965	F	N	N	N	N	Y	N			0000002
7	0002691000	00000008	6549870		Student	Joseph		04161985	M	N	N	N	N	Y	N			0000000

Staff Assignment Report - CSV Format

## Report Layout

Data Element	Description	Location
<b>Check Digit Staff Identifier</b>	Lists the staff person's state-issued identification number.  <i>Numeric, 10 digits</i>	Demographics > Person Identifiers > Staff State ID  Person.staffStateID
<b>TSPCA Account ID</b>	Reports the staff person's license number.  <i>Numeric, 10 digits</i>	District Employment > License Number  Employment.licenseNumber
<b>Employer Institution Identifier</b>	Reports the State Code assigned to the school.  When a staff member is employed by more than one institution, reports the last employer to update the record.  <i>Numeric, 10 digits</i>	School Information > State School Number  School.number  District Assignments > School  EmploymentAssignment.schoolID
<b>Employer Staff Identifier</b>	Lists the staff person's district-issued identification number.  <i>Numeric, 10 digits</i>	Demographics > Person Identifiers > Local Staff Number  Person.staffNumber

Data Element	Description	Location
<b>Social Security Number</b>	<p>Reports the last four digits of the staff person's Social Security number ONLY when the Include Partial SSN checkbox is marked on the Report Editor.</p> <p><i>Numeric, 4 digits</i></p>	<p>Identities &gt; Identity Information &gt; Social Security Number</p> <p>Identity.ssn</p>
<b>Legal Last Name</b>	<p>Reports the staff person's legal last name.</p> <p>When the Legal Last Name field is not populated, information reports from the Last Name field.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>
<b>Legal First Name</b>	<p>Reports the staff person's legal first name.</p> <p>When the Legal First Name field is not populated, information reports from First Name field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p>
<b>Legal Middle Initial</b>	<p>Reports the staff person's legal middle initial.</p> <p>When the Legal Middle Name field is not populated, information reports from the Middle Name field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Middle Name</p> <p>Identity.legalMiddleName</p>
<b>Date of Birth</b>	<p>Reports the staff person's date of birth.</p> <p><i>Date field, 8 digits (MMDDYYYY)</i></p>	<p>Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>Gender</b>	<p>Reports the student's Legal Gender as either Male (M), Female (F) or Non-Binary (X).</p> <p>When the Legal Gender field is not populated, information reports from the Gender field.</p> <p>When the Legal Gender or Gender fields are not populated, reports a value of X.</p> <p><i>Alphanumeric, 1 character (M, F, X)</i></p>	<p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Gender</p> <p>Identity.legalGender</p> <hr/> <p>Demographics &gt; Person Information &gt; Gender</p> <p>Identity.Gender</p>

Data Element	Description	Location
<b>Hispanic/Latino Ethnic Flag</b>	<p>An indication of whether a staff person identifies as having a Hispanic ethnicity.</p> <ul style="list-style-type: none"> <li>• Reports a value of Y when <i>Is the individual Hispanic/Latino?</i> is set to Yes.</li> <li>• Reports a value of N when <i>Is the individual Hispanic/Latino?</i> is set to No or is not populated.</li> </ul> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Is the individual Hispanic/Latino?</p> <p>Identity.hispanicEthnicity</p>
<b>American Alaskan Native Race Flag</b>	<p>Reports a value of Y when the American Indian or Alaskan Native checkbox is marked.</p> <p>Reports a value of N when it is not marked.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Race/Ethnicity &gt; American Indian or Alaska Native</p> <p>Identity.raceEthnicity</p>
<b>Asian Race Flag</b>	<p>Reports a value of Y when the Asian checkbox is marked.</p> <p>Reports a value of N when it is not marked.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Race/Ethnicity &gt; Asian</p> <p>Identity.raceEthnicity</p>
<b>Black Race Flag</b>	<p>Reports a value of Y when the Black/African American checkbox is marked.</p> <p>Reports a value of N when it is not marked.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Race/Ethnicity &gt; Black or African American</p> <p>Identity.raceEthnicity</p>
<b>White Race Flag</b>	<p>Reports a value of Y when the White checkbox is marked.</p> <p>Reports a value of N when it is not marked.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Race/Ethnicity &gt; White</p> <p>Identity.raceEthnicity</p>
<b>Pacific Islander Race Flag</b>	<p>Reports a value of Y when the Native Hawaiian or Other Pacific Islander checkbox is marked.</p> <p>Reports a value of N when it is not marked.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Race/Ethnicity &gt; Native Hawaiian or Other Pacific Islander</p> <p>Identity.raceEthnicity</p>
<b>Filler</b>	N/A	N/A

Data Element	Description	Location
<b>Instructional Unit Identifier</b>	<p>Reports the Instructional Unit ID number entered on the Course Section.</p> <p>When the value is less than 10 digits, zeros are added at the front of the number to get to 10 digits.</p> <p><i>Numeric, 10 digits</i></p>	<p>Section Information &gt; Instructional Unit ID</p> <p>Section.stateCode</p>
<b>District Institution Identifier</b>	<p>Reports the State District Number.</p> <p><i>Numeric, 10 digits</i></p>	<p>District Information &gt; State School Number</p> <p>District.number</p>
<b>School Institution Identifier</b>	<p>Reports the State School Number.</p> <p><i>Numeric, 10 digits</i></p>	<p>School Information &gt; State School Number</p> <p>School.stateNumber</p>
<b>School Section Identifier</b>	<p>Reports the sectionID assigned by Campus.</p> <p><i>Numeric, 30 digits</i></p>	<p>Section Information &gt; Section ID</p> <p>Section.sectionID</p>
<b>School Course ID</b>	<p>Reports the courseID assigned by Campus.</p> <p><i>Numeric, 30 digits</i></p>	<p>Course Information &gt; Course ID</p> <p>Course.courseID</p>
<b>Course Code</b>	<p>Reports the concatenated value of the SCED Subject Area plus SCED Identifier.</p> <p>When the combined value is NOT six digits, additional zeros are added to the front of the number.</p> <p><i>Numeric, 6 digits</i></p>	<p>Course Information &gt; NCES Data &gt; SCED Subject Area, SCED Identifier</p> <p>Course.scedSubjectArea</p> <p>Course.scedCourseID</p>
<b>Course Begin Date</b>	<p>Reports the first Instructional Date of the first term in which the course section is scheduled.</p> <p><i>Date field, MMDDYYYY (8 digits)</i></p>	<p>Section Information &gt; Section Schedule Placement</p> <p>SectionPlacement.termID</p> <p>Term Setup &gt; Terms</p> <p>Term.startDate</p>
<b>Team Teaching Flag</b>	<p>Reports a value of Y when the Role field on Section Staff History is set to Team Teaching. Otherwise, reports as N.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Section Staff History &gt; Role</p> <p>SectionStaffHistory.role</p>
<b>Teacher License Flag</b>	<p>Reports a value of Y when the District License Number on the District Employment record is populated.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>District Employment &gt; License Number</p> <p>Employment.licenseNumber</p>
Class Instructional Hours	<p>Reports the number of hours the assigned staff person taught students.</p>	<p>Calculated value, data not stored</p>



Data Element	Description	Location
	<p>For the reporting teacher/section of record when there are no instances of a substitute teacher (LTS or STS) assigned to the section, class instructional hours are calculated based on the teaching start and end dates using the Section Staff History record from the Start Date to the End Date.</p> <ul style="list-style-type: none"> <li>• The total number of Instructional minutes the class is scheduled per instructional days, divided by 60.</li> <li>• Number is rounded to the nearest hour following normal rounding rules.</li> </ul> <p>Example A: Class is scheduled 60 minutes on A days and 90 minutes on B days. When there are 30 instructional A days and 10 instructional B days where this class is scheduled from course begin date to course end date. Then; <math>((60 \times 30) / 60) + ((90 \times 10) / 60) = 30 + 15 =</math> report as 45 (hours).</p> <p>Passing time and non-instructional time is not included.</p> <p>To CALCULATE class instructional hours when a reportable LTS/STS is present (assumes the record is for the reporting Teacher who does not have a <b>Role</b> of LTS/STS):</p> <ul style="list-style-type: none"> <li>• The regular Teacher's Start/End Dates for the section are reviewed to determine if those dates overlap the <u>reporting of LTS/STS start/end dates</u>: <ul style="list-style-type: none"> <li>◦ When the LTS/STS does NOT report, LTS/STS dates are not subtracted.</li> <li>◦ When the dates do NOT overlap, the LTS/STS dates are not subtracted.</li> <li>◦ When the LTS/STS report AND the dates overlap: <ul style="list-style-type: none"> <li>▪ THEN Subtract the LTS/STS overlapping dates from this Teacher's class instructional hours calculation based on their Section Staff History record from the Start Date to the End Date. <ul style="list-style-type: none"> <li>▪ The number of scheduled instructional dates on which the Sub is scheduled is counted.</li> <li>▪ Subtract the number of days the substitute was</li> </ul> </li> </ul> </li> </ul> </li> </ul>	

Data Element	Description	Location
	<p>scheduled from the reporting Teacher's calculated Class Instructional hours.</p> <p>Example B: Class is scheduled same as in Example A, but the Substitute is scheduled for 9 A-days and 2 B-days.</p> <ul style="list-style-type: none"> <li>• <math>((60 \times 21) / 60) + ((90 \times 8) / 60) = 21 + 12 =</math> report as 33 (hours)</li> </ul> <p>The 12 difference when compared to example in #1 is the LTS/STS total.</p> <p>Passing time and non-instructional time is not included.</p> <p><i>Numeric, 4 digits</i></p>	
<p><b>Full Time Schedule Hours</b></p>	<p>Reports the Full Time Schedule hours for the calendar associated with the section of record.</p> <p>Teacher Day (Minutes) entered on Calendar Information editor MULTIPLIED BY the Number of School Days in the Calendar DIVIDED BY 6.</p> <p>When the Teacher Day minutes are blank, the Student Day minutes are used.</p> <p>When both fields are blank, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	<p>Calculated value, data not stored</p>
<p><b>Alternate License Last Name</b></p>	<p>N/A</p>	<p>N/A</p>
<p><b>Qualification Comment</b></p>	<p>N/A</p>	<p>N/A</p>

Data Element	Description	Location																					
<b>Emergency/Provisional Determination Flag</b>	<p>Reports the assigned Certification Level from the Section Staff History record.</p> <p>Only one option should be selected. When multiple selections are made, the following table determines what value reports.</p> <table border="1" data-bbox="480 465 991 1637"> <thead> <tr> <th data-bbox="480 465 584 555">Code</th> <th data-bbox="584 465 874 555">Definition</th> <th data-bbox="874 465 991 555">Report as:</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 555 584 712"><b>EP</b></td> <td data-bbox="584 555 874 712">Teacher has an Emergency or Provisional license for this course</td> <td data-bbox="874 555 991 712"><b>Y</b></td> </tr> <tr> <td data-bbox="480 712 584 869"><b>EPX</b></td> <td data-bbox="584 712 874 869">Emergency/Provisional - TSPC Record NOT Found for this Staff Member</td> <td data-bbox="874 712 991 869"><b>X</b></td> </tr> <tr> <td data-bbox="480 869 584 1059"><b>EPA</b></td> <td data-bbox="584 869 874 1059">Emergency/Provisional - TSPC License Determination Flag changed by ODE from N to Y</td> <td data-bbox="874 869 991 1059"><b>A</b></td> </tr> <tr> <td data-bbox="480 1059 584 1249"><b>EPB</b></td> <td data-bbox="584 1059 874 1249">Emergency/Provisional - TSPC License Determination Flag changed by ODE from X to Y</td> <td data-bbox="874 1059 991 1249"><b>B</b></td> </tr> <tr> <td data-bbox="480 1249 584 1440"><b>EPC</b></td> <td data-bbox="584 1249 874 1440">Emergency/Provisional - TSPC License Determination Flag changed by ODE from Y to N</td> <td data-bbox="874 1249 991 1440"><b>C</b></td> </tr> <tr> <td data-bbox="480 1440 584 1637"><b>EPD</b></td> <td data-bbox="584 1440 874 1637">Emergency/Provisional - TSPC License Determination Flag changed by ODE from X to N</td> <td data-bbox="874 1440 991 1637"><b>D</b></td> </tr> </tbody> </table> <p data-bbox="480 1637 991 1675"><i>Alphanumeric, 1 character</i></p>	Code	Definition	Report as:	<b>EP</b>	Teacher has an Emergency or Provisional license for this course	<b>Y</b>	<b>EPX</b>	Emergency/Provisional - TSPC Record NOT Found for this Staff Member	<b>X</b>	<b>EPA</b>	Emergency/Provisional - TSPC License Determination Flag changed by ODE from N to Y	<b>A</b>	<b>EPB</b>	Emergency/Provisional - TSPC License Determination Flag changed by ODE from X to Y	<b>B</b>	<b>EPC</b>	Emergency/Provisional - TSPC License Determination Flag changed by ODE from Y to N	<b>C</b>	<b>EPD</b>	Emergency/Provisional - TSPC License Determination Flag changed by ODE from X to N	<b>D</b>	<p>Section Staff History &gt; Certification Level</p> <p>SectionStaffHistory.certificationLevel</p>
Code	Definition	Report as:																					
<b>EP</b>	Teacher has an Emergency or Provisional license for this course	<b>Y</b>																					
<b>EPX</b>	Emergency/Provisional - TSPC Record NOT Found for this Staff Member	<b>X</b>																					
<b>EPA</b>	Emergency/Provisional - TSPC License Determination Flag changed by ODE from N to Y	<b>A</b>																					
<b>EPB</b>	Emergency/Provisional - TSPC License Determination Flag changed by ODE from X to Y	<b>B</b>																					
<b>EPC</b>	Emergency/Provisional - TSPC License Determination Flag changed by ODE from Y to N	<b>C</b>																					
<b>EPD</b>	Emergency/Provisional - TSPC License Determination Flag changed by ODE from X to N	<b>D</b>																					

Data Element	Description	Location																					
<p><b>Out-of-Field Determination Flag</b></p>	<p>Reports the assigned Certification Level from the Section Staff History record.</p> <p>Only one option should be selected. When multiple selections are made, the following table determines what value reports.</p> <table border="1" data-bbox="480 465 991 1637"> <thead> <tr> <th data-bbox="480 465 611 555">Code</th> <th data-bbox="611 465 855 555">Definition</th> <th data-bbox="855 465 991 555">Report as:</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 555 611 712"><b>OO</b></td> <td data-bbox="611 555 855 712">Teacher is determined to be Out of Field for this course</td> <td data-bbox="855 555 991 712"><b>Y</b></td> </tr> <tr> <td data-bbox="480 712 611 869"><b>OOX</b></td> <td data-bbox="611 712 855 869">Out of Field - TSPC Record NOT Found for this Staff Member</td> <td data-bbox="855 712 991 869"><b>X</b></td> </tr> <tr> <td data-bbox="480 869 611 1059"><b>OOA</b></td> <td data-bbox="611 869 855 1059">Out of Field - TSPC License Determination Flag changed by ODE from N to Y</td> <td data-bbox="855 869 991 1059"><b>A</b></td> </tr> <tr> <td data-bbox="480 1059 611 1249"><b>OOB</b></td> <td data-bbox="611 1059 855 1249">Out of Field - TSPC License Determination Flag changed by ODE from X to Y</td> <td data-bbox="855 1059 991 1249"><b>B</b></td> </tr> <tr> <td data-bbox="480 1249 611 1440"><b>OOC</b></td> <td data-bbox="611 1249 855 1440">Out of Field - TSPC License Determination Flag changed by ODE from Y to N</td> <td data-bbox="855 1249 991 1440"><b>C</b></td> </tr> <tr> <td data-bbox="480 1440 611 1637"><b>OOD</b></td> <td data-bbox="611 1440 855 1637">Out of Field - TSPC License Determination Flag changed by ODE from X to N</td> <td data-bbox="855 1440 991 1637"><b>D</b></td> </tr> </tbody> </table> <p><i>Alphanumeric, 1 character</i></p>	Code	Definition	Report as:	<b>OO</b>	Teacher is determined to be Out of Field for this course	<b>Y</b>	<b>OOX</b>	Out of Field - TSPC Record NOT Found for this Staff Member	<b>X</b>	<b>OOA</b>	Out of Field - TSPC License Determination Flag changed by ODE from N to Y	<b>A</b>	<b>OOB</b>	Out of Field - TSPC License Determination Flag changed by ODE from X to Y	<b>B</b>	<b>OOC</b>	Out of Field - TSPC License Determination Flag changed by ODE from Y to N	<b>C</b>	<b>OOD</b>	Out of Field - TSPC License Determination Flag changed by ODE from X to N	<b>D</b>	<p>Section Staff History &gt; Certification Level</p> <p>SectionStaffHistory.certificationLevel</p>
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<b>Preliminary Determination Flag</b>	<p>Reports the assigned Certification Level from the Section Staff History record.</p> <p>Only one option should be selected. When multiple selections are made, the following table determines what value reports.</p> <table border="1" data-bbox="480 465 991 1805"> <thead> <tr> <th data-bbox="480 465 619 555">Code</th> <th data-bbox="619 465 858 555">Definition</th> <th data-bbox="858 465 991 555">Reports as:</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 555 619 712"><b>Prelim</b></td> <td data-bbox="619 555 858 712">Teacher is holding a Preliminary License for this course</td> <td data-bbox="858 555 991 712"><b>Y</b></td> </tr> <tr> <td data-bbox="480 712 619 902"><b>PrelimX</b></td> <td data-bbox="619 712 858 902">Preliminary License - TSPC Record NOT Found for this Staff Member</td> <td data-bbox="858 712 991 902"><b>X</b></td> </tr> <tr> <td data-bbox="480 902 619 1133"><b>PrelimA</b></td> <td data-bbox="619 902 858 1133">Preliminary License - TSPC License Determination Flag changed by ODE from N to Y</td> <td data-bbox="858 902 991 1133"><b>A</b></td> </tr> <tr> <td data-bbox="480 1133 619 1357"><b>PrelimB</b></td> <td data-bbox="619 1133 858 1357">Preliminary License - TSPC License Determination Flag changed by ODE from X to Y</td> <td data-bbox="858 1133 991 1357"><b>B</b></td> </tr> <tr> <td data-bbox="480 1357 619 1581"><b>PrelimC</b></td> <td data-bbox="619 1357 858 1581">Preliminary License - TSPC License Determination Flag changed by ODE from Y to N</td> <td data-bbox="858 1357 991 1581"><b>C</b></td> </tr> <tr> <td data-bbox="480 1581 619 1805"><b>PrelimD</b></td> <td data-bbox="619 1581 858 1805">Preliminary License - TSPC License Determination Flag changed by ODE from X to N</td> <td data-bbox="858 1581 991 1805"><b>D</b></td> </tr> </tbody> </table> <p><i>Alphanumeric, 1 character</i></p>	Code	Definition	Reports as:	<b>Prelim</b>	Teacher is holding a Preliminary License for this course	<b>Y</b>	<b>PrelimX</b>	Preliminary License - TSPC Record NOT Found for this Staff Member	<b>X</b>	<b>PrelimA</b>	Preliminary License - TSPC License Determination Flag changed by ODE from N to Y	<b>A</b>	<b>PrelimB</b>	Preliminary License - TSPC License Determination Flag changed by ODE from X to Y	<b>B</b>	<b>PrelimC</b>	Preliminary License - TSPC License Determination Flag changed by ODE from Y to N	<b>C</b>	<b>PrelimD</b>	Preliminary License - TSPC License Determination Flag changed by ODE from X to N	<b>D</b>	Section Staff History > Certification Level SectionStaffHistory.certificationLevel
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Data Element	Description	Location
<b>Class Instructional Full Time Equivalency</b>	<p>Reports the Full Time Equivalency using the value reported in Class Instructional Hours (Field 27) DIVIDED BY the value reported in Full Time Schedule Hours (Field 28).</p> <p>When the calculation is less than or equal to zero, a value of 0 reports.</p> <p><i>Numeric, 4 digits</i></p>	Calculated, data not stored
<b>Assignment Fill</b>	N/A	N/A
<b>Course Name</b>	<p>Reports the concatenated value of the Course Number plus the Course Name.</p> <p>This is ONLY reported in the HTML format.</p> <p><i>Alphanumeric, 30 characters</i></p>	Course Information > Name  Course.name
<b>Section Number</b>	<p>Reports the Section number.</p> <p>This is ONLY reported in the HTML format.</p> <p><i>Numeric, 10 digits</i></p>	Section Information > Number  Section.number