Class Roster (Oregon)
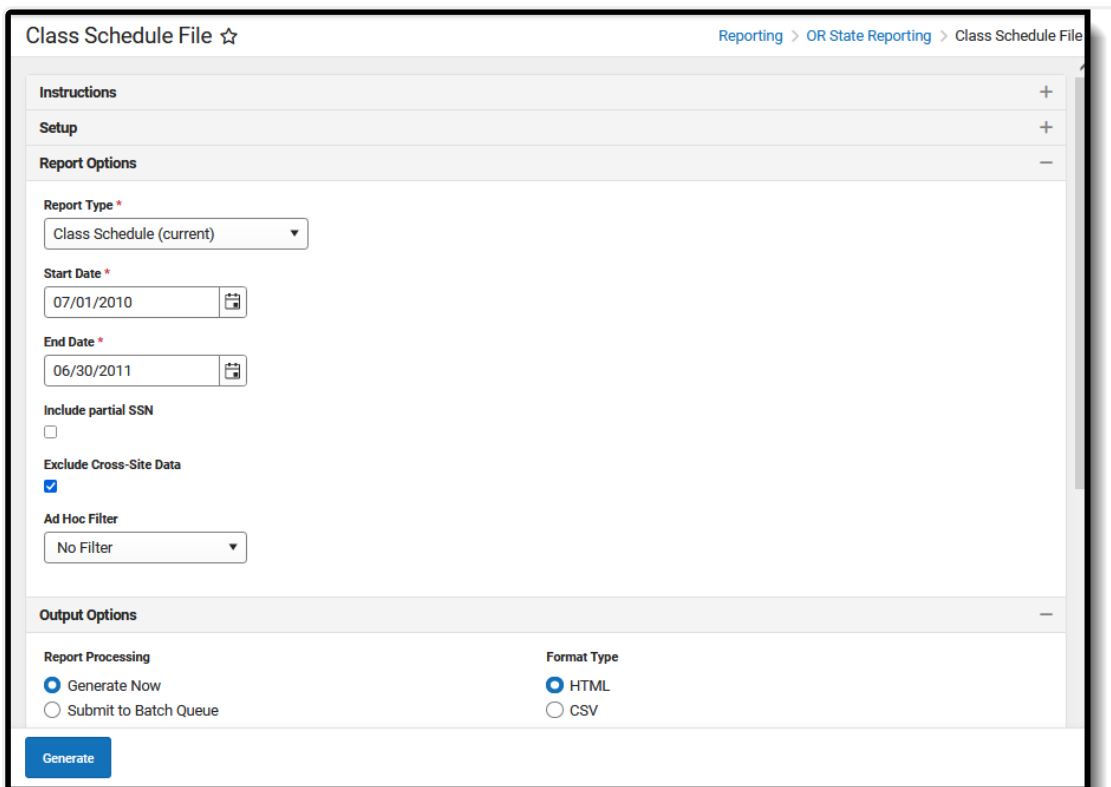
Last Modified on 06/28/2024 10:24 am CDT

Report Logic | Report Editor | Generate the Report | Report Layout

Tool Search: Class Schedule

The Class Schedule File (previously known as the Class Roster File) collects information for all students who were scheduled into instructional classes in grades K-12 at any time during the entered date range. Students must have a Student State ID and be scheduled into the class for a minimum of 10 consecutive instructional days to report.

Class Schedule File

Read - View, select options and generate the Class Schedule File.
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

The ClassSchedule File Collection uses information from the Instructional Unit Identifier (IUID), Unique Staff Identifier (USID), and Secure Student Identifier (SSID) Collections. This means the IUID, SSID, and USID extracts must have successfully been submitted to the Department of Education prior to the Class Schedule File submission.

This report links teachers and students with instructional courses and identifies which students and courses are taught by each teacher.

One record per reportable section that has at least one reportable teacher per reportable student/roster reports.

- All students MUST have an SSID number and their SSID record must be updated for the current reporting year.
- All Staff MUST have a USID number and their USID record must be updated for the current reporting year.
- Institutions must submit the sections needed for Staff Assignment to the IUID Collection prior to submitting Staff Assignment data.

Section Roster records do NOT report when:

- The school is marked as **Exclude**.
- The calendar is marked **Exclude**.
- Enrollments are marked as **No Show** or **State Exclude**.
- Students are enrolled in a grade level that is marked as **Exclude**.
- Course Sections are marked as E**xclude from State Reporting**.
- District Assignment records are marked as **Exclude**.

Course Sections must have the following in order to report:

- Instructional Unit ID is assigned to the section.
- SCED Subject Area and SCED Identifier need to be assigned to the Course.
- At least one student scheduled into it on at least one date within the reporting range.
- Be active on at least one date during the reporting range in which the student is scheduled.
- The Course of the section must be marked Active.
- Meets in an instructional period.
- Meets for more than 10 days.

Courses assigned a Class Type (special Code) of the following DO NOT report:

- PKC (Pre-kindergarten Course)
- CCC (Community College Course)
- COLL (College Course)
- UNIV (University Course
- NON (Non-instructional Course)

Students must be assigned a State Student ID (SSID) AND be scheduled for at least 10 consecutive instructional days during the school year in order to report. When students withdraw from a class

and then re-enroll in the same class report with one record for each 10 instructional days or more period of enrollment.

Teachers must have a Staff State ID (USID) AND have an active District Assignment selected on the Section Staff History record with a Role that is NOT NSR (Not State Reported).

District Assignment Title Field Populates the District Assignment Field on the Section Staff History Record

Report Editor

Data Element	Description
Setup	
Search Calendars	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.
Show Active Year Only	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.
Report Options	
Report Type	Indicates which file format generates - the new **Class Schedule (current) File** or the **Class Roster File (2023-2024 format).** The Class Schedule (current) is the default selection.
Start Date	Entered date reflects the start of the reporting range in which data reports. This field defaults to July 01 of the school start year.
End Date	Entered date reflects the end of the reporting range in which data reports. This field defaults to June 30 of the school end year.

Data Element	Description
Include Partial SSN	When marked, the last four fields of the student's and 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.
Exclude Cross-Site Data	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 Cross-Site Enrollment video for more information.
Ad hoc Filter	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.
Output Options	
Report Processing	To generate the report immediately,select **Generate Now** option. To choose when the report generates, use the **Submit to Batch** option. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the Batch Queue article for more information.
Format Type	Determines in which format the report generates - CSV or HTML.

Generate the Report

1. Search for and select the desired **Calendars**.
2. Select the desired **Report Type**.
3. Enter the desired **Start and End Dates**.
4. Mark the **Include Partial SSN** to include Social Security numbers in the report.
5. Mark the **Exclude Cross-Site Data** to ignore all Cross-Site Enrollment Courses.
6. Choose an **Ad hoc Filter** to return just the course and staff information included in the selected filter.
7. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
8. Select the desired **Format Type**.
9. Click **Generate**. The report displays in the selected format.

Class Schedule File (2024-25 Format) - HTML Format

Class Schedule File (2024-25 Format) - CSV Format

Report Layout

Class Schedule File (Current Format) | Class Roster File (2023-2024 Format)

Class Schedule File (Current Format)

Data Element	Description	Location
ChkDigitInstrctUnitID	**Check Digit Instructional Unit ID** Reports the Instructional Unit ID number entered on the Course Section. When the value is less than 10 digits, zeros are added at the front of the number to get to 10 digits. *Numeric, 10 digits*	Section Information > Instructional Unit ID Section.stateCode
DistInstID	**District Institution Identifier** Reports the State District Number. *Numeric, 10 digits*	District Information > State District Number District.number
SchlInstID	**School Institution Identifier** Reports the State School Number. *Numeric, 10 digits*	School Information > State School Number School.stateNumber
CrsCd	**Course Code** Reports the concatenated value of the SCED Subject Area plus SCED Identifier. When the combined value is NOT six digits, additional zeros are added to the front of the number. *Numeric, 6 digits*	Course Information > NCES Data > SCED Subject Area, SCED Identifier Course.scedSubjectArea Course.scedCourseID

Data Element	Description	Location
ChkDigitStdntID	**Secure Student Identifier (SSID)** Lists the student's state-issued identification number. *Numeric, 10 digits*	Demographics > Person Identifiers > Student State ID Person.stateID
StdntLglLNm	**Student Legal Last Name** Reports the student's legal last name. When the Legal Last Name field is not populated, information reports from the Last Name field. *Alphanumeric, 50 characters*	Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName

Data Element	Description	Location

ChkDigitStfID	**Unique Staff Identifier**
	Lists the staff person's state-issued identification number.
	
	• When only one teacher is linked to the class (section) of record via Section Staff History, that teacher's Staff State ID reports.
	• When more than one teacher is linked to the class (section) of record via Section Staff History, the Staff State ID reports based on this hierarchy:
	  ○ Teacher where Role = TOR (Teacher of Record)
	  ○ Teacher where Role = TMT (Team Teacher)
	  ○ Teacher where Role = COL (College Instr/Prof)
	  ○ Teacher where Role = LTS, (Long Term Sub)
	  ○ Teacher where Role = STU (Student Teacher)
	  ○ Teacher where Role = STS (Short Term Sub)
	    ▪ When more than one teacher has the same Role , the Teacher that is **active on the extract editor end date based** on schedule placement reports.
	      ▪ When more than one teachers are active on that date, reports first entered.
	
	Numeric, 10 digits
		Demographics > Person Identifiers > Staff State ID
		Person.staffStateID

Data Element	Description	Location
StfLNm	**Staff Last Name** Reports the staff person's legal last name. When the Legal Last Name field is not populated, information reports from the Last Name field. *Alphanumeric, 50 characters*	Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
PstnCd	**Position Code** Reports the Type assigned on the staff person's District Assignment selected on the Section Staff History record. *Numeric, 2 digits*	District Assignments > Type EmploymentAssignment.type
StdntStrtDtTxt	**Student Start Date** Reports the first instructional date the student was actively scheduled into that course. When the student's start date falls on a non-instructional date, the first instructional date after the student's start date reports. *Date field, 8 digits (MMDDYYYY)*	Section Roster > Start Date Roster.startDate
StdntEndDtTxt	**Student End Date** Reports the last instructional date the student was actively scheduled into that course. When the student's end date falls on a non-instructional date, the last instructional date prior to the student's end date reports. *Date field, 8 digits (MMDDYYYY)*	Section Roster > End Date Roster.endDate

Data Element	Description	Location
TchrStrtDtTxt	**Teacher Start Date** Reports the first instructional date the reporting staff was actively scheduled to teach the class. This reports from the Section Staff History Start Date. When that date is not populated, the first instructional date of the class based on the schedule placement reports. When the Section Staff History Start Date is a non-instructional day, the first instructional date after the staff's Section Staff History start date reports. *Date field, 8 digits (MMDDYYYY)*	Section Staff History > Start Date SectionStaffHistory.startDate
TchrEndDtTxt	**Teacher End Date** Reports the last instructional date the reporting staff was actively scheduled to teach the class. This reports from the Section Staff History End Date. When that date is not populated, the last instructional date of the class based on the schedule placement reports. When the Section Staff History End Date is a non-instructional day, the last instructional date prior to the staff end date reports. *Date field, 8 digits (MMDDYYYY)*	Section Staff History > End Date SectionStaffHistory.endDate
ClsRmID	**Classroom Identifier** Reports the Room name in which the course section is scheduled. *Alphanumeric, 20 characters*	Section Information > Room Room.name

Data Element	Description	Location
ClsPrd	**Class Period** Reports the identifier for the period in which the course is scheduled. Based on the Section Schedule placement, reports all Periods in which the class is scheduled as a string of alphanumeric and numeric values. • When the reporting section is scheduled for Period 1 on A days and Period 4 on B days where these periods are named as 1 and ADV on the calendar, the value of 1ADV reports. • When the reporting section is scheduled for both AM and PM on the calendar. The value of AMPM reports. Period names are concatenated based on the Section Schedule Placement. *Alphanumeric, 20 characters*	Data not stored
ClsRstrFill	**Class Roster Fill** N/A	N/A
Course Name	Reports the concatenated value of the Course Number plus the Course Name. This ONLY reports in the HTML format and is available for debugging purposes. *Alphanumeric, 30 characters*	Course Information > Name Course.name
Section Number	Reports the Section number. This ONLY reports in the HTML format and is available for debugging purposes. *Numeric, 10 digits*	Section Information > Number Section.number

Class Roster File (2023-2024 Format)

Data Element	Description	Location
ChkDigitInstrctUnitID	**Check Digit Instructional Unit ID** Reports the Instructional Unit ID number entered on the Course Section. When the value is less than 10 digits, zeros are added at the front of the number to get to 10 digits. *Numeric, 10 digits*	Section Information > Instructional Unit ID Section.stateCode
DistInstID	**District Institution Identifier** Reports the State District Number. *Numeric, 10 digits*	District Information > State District Number District.number
SchlInstID	**School Institution Identifier** Reports the State School Number. *Numeric, 10 digits*	School Information > State School Number School.stateNumber
SchlSectID	**School Section Identifier** Reports the sectionID assigned by Campus. *Numeric, 30 digits*	Section Information > Section ID Section.sectionID
SchlCrsID	**School Course Identifier** Reports the courseID assigned by Campus. *Numeric, 30 digits*	Course Information > Course ID Course.courseID
CrsCd	**Course Code** Reports the concatenated value of the SCED Subject Area plus SCED Identifier. When the combined value is NOT six digits, additional zeros are added to the front of the number. *Numeric, 6 digits*	Course Information > NCES Data > SCED Subject Area, SCED Identifier Course.scedSubjectArea Course.scedCourseID

Data Element	Description	Location
CrsBeginDtTxt	**Course Begin Date** Reports the first Instructional Date of the first term in which the course section is scheduled. *Date field, MMDDYYYY (8 digits)*	Section Information > Section Schedule Placement SectionPlacement.termID Term Setup > Terms Term.startDate
ChkDigitStdntID	**Secure Student Identifier (SSID)** Lists the student's state-issued identification number. *Numeric, 10 digits*	Demographics > Person Identifiers > Student State ID Person.stateID
DistStdntID	**District Student Identifier** Lists the student's district-issued identification number. *Numeric, 10 digits*	Demographics > Person Identifiers > Local Student Number Person.studentNumber
StdntSSN	**Student Partial Social Security Number** Reports the last four digits of the student's Social Security number ONLY when the Include Partial SSN checkbox is marked on the Report Editor. *N* *umeric, 4 digits*	Identities > Identity Information > Social Security Number Identity.ssn
StdntLglLNm	**Student Legal Last Name** Reports the student's legal last name. When the Legal Last Name field is not populated, information reports from the Last Name field. *Alphanumeric, 50 characters*	Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
StdntBirthDtTxt	**Student Birth Date** Reports the student's date of birth. *Date field, 8 digits (MMDDYYYY)*	Demographics > Person Information > Birth Date Identity.birthDate

Data Element	Description	Location
StdntGndr	**Student Gender** Reports the student's Legal Gender as either Male (M), Female (F) or Non-Binary (X). When the Legal Gender field is not populated, information reports from the Gender field. *Alphanumeric, 1 character (M, F, X)*	Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legalGender Demographics > Person Information > Gender Identity.Gender

Data Element	Description	Location

ChkDigitStfID	**Unique Staff Identifier**
	Lists the staff person's state-issued identification number.
	• When only one teacher is linked to the class (section) of record via Section Staff History, that teacher's Staff State ID reports.
	• When more than one teacher is linked to the class (section) of record via Section Staff History, the Staff State ID reports based on this hierarchy:
	  ○ Teacher where Role = TOR (Teacher of Record)
	  ○ Teacher where Role = TMT (Team Teacher)
	  ○ Teacher where Role = COL (College Instr/Prof)
	  ○ Teacher where Role = LTS, (Long Term Sub)
	  ○ Teacher where Role = STU (Student Teacher)
	  ○ Teacher where Role = STS (Short Term Sub)
	    ■ When more than one teacher has the same Role , the Teacher that is **active on the extract editor end date based** on schedule placement reports.
	      ■ When more than one teachers are active on that date, reports first entered.
	
	Numeric, 10 digits
		Demographics > Person Identifiers > Staff State ID
		Person.staffStateID

Data Element	Description	Location
EmplyrStaffID	**Employer Staff Identifier** Reports the Person ID of the staff (teacher) reported in the previous field. This is the same value that reports on the USID Extract. *Numeric, 10 digits*	Demographics > Person Information > Person ID Person.personID
StfSSN	**Teacher Partial Social Security Number** 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. *Numeric, 4 digits*	Identities > Identity Information > Social Security Number Identity.ssn
StfLNm	**Staff Last Name** Reports the staff person's legal last name. When the Legal Last Name field is not populated, information reports from the Last Name field. *Alphanumeric, 50 characters*	Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
StfBirthDtTxt	**Staff Birth Date** Reports the staff person's date of birth. *Date field, 8 digits (MMDDYYYY)*	Demographics > Person Information > Birth Date Identity.birthDate
StfGndr	**Staff Gender** Reports the student's Legal Gender as either Male (M), Female (F) or Non-Binary (X). When the Legal Gender field is not populated, information reports from the Gender field. *Alphanumeric, 1 character (M, F, X)*	Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legalGender Demographics > Person Information > Gender Identity.Gender

Data Element	Description	Location
PstnCd	**Position Code** Reports the Type assigned on the staff person's District Assignment selected on the Section Staff History record. *Numeric, 2 digits*	District Assignments > Type EmploymentAssignment.type
StdntStrtDtTxt	**Student Start Date** Reports the first instructional date the student was actively scheduled into that course. When the student's start date falls on a non-instructional date, the first instructional date after the student's start date reports. *Date field, 8 digits (MMDDYYYY)*	Section Roster > Start Date Roster.startDate
StdntEndDtTxt	**Student End Date** Reports the last instructional date the student was actively scheduled into that course. When the student's end date falls on a non-instructional date, the last instructional date prior to the student's end date reports. *Date field, 8 digits (MMDDYYYY)*	Section Roster > End Date Roster.endDate

Data Element	Description	Location
TchrStrtDtTxt	**Teacher Start Date** Reports the first instructional date the reporting staff was actively scheduled to teach the class. This reports from the Section Staff History Start Date. When that date is not populated, the first instructional date of the class based on the schedule placement reports. When the Section Staff History Start Date is a non-instructional day, the first instructional date after the staff's Section Staff History start date reports. *Date field, 8 digits (MMDDYYYY)*	Section Staff History > Start Date SectionStaffHistory.startDate
TchrEndDtTxt	**Teacher End Date** Reports the last instructional date the reporting staff was actively scheduled to teach the class. This reports from the Section Staff History End Date. When that date is not populated, the last instructional date of the class based on the schedule placement reports. When the Section Staff History End Date is a non-instructional day, the last instructional date prior to the staff end date reports. *Date field, 8 digits (MMDDYYYY)*	Section Staff History > End Date SectionStaffHistory.endDate
ClsRmID	**Classroom Identifier** Reports the Room name in which the course section is scheduled. *Alphanumeric, 20 characters*	Section Information > Room Room.name

Data Element	Description	Location
ClsPrd	**Class Period** Reports the identifier for the period in which the course is scheduled. Based on the Section Schedule placement, reports all Periods in which the class is scheduled as a string of alphanumeric and numeric values. • When the reporting section is scheduled for Period 1 on A days and Period 4 on B days where these periods are named as 1 and ADV on the calendar, the value of 1ADV reports. • When the reporting section is scheduled for both AM and PM on the calendar. the value of AMPM reports. Period names are concatenated based on the Section Schedule Placement. *Alphanumeric, 20 characters*	Data not stored
LoGrdCd	**Low Grade of Content in this Course** Reports the SCED Lowest Grade when selected. *Numeric, 2 digits*	Course Master/Course Information > NCES Data > SCED Lowest Grade Course.scedLowestGrade
HiGrdCd	**High Grade of Content in this Course** Reports the SCED Highest Grade when populated. *Numeric, 2 digits*	Course Master/Course Information > NCES Data > SCED Highest Grade Course.scedHighestGrade
ClsRstrFill	**Class Roster Fill** N/A	N/A

Data Element	Description	Location
Course Name	Reports the concatenated value of the Course Number plus the Course Name. This ONLY reports in the HTML format and is available for debugging purposes. *Alphanumeric, 30 characters*	Course Information > Name Course.name
Section Number	Reports the Section number. This ONLY reports in the HTML format and is available for debugging purposes. *Numeric, 10 digits*	Section Information > Number Section.number