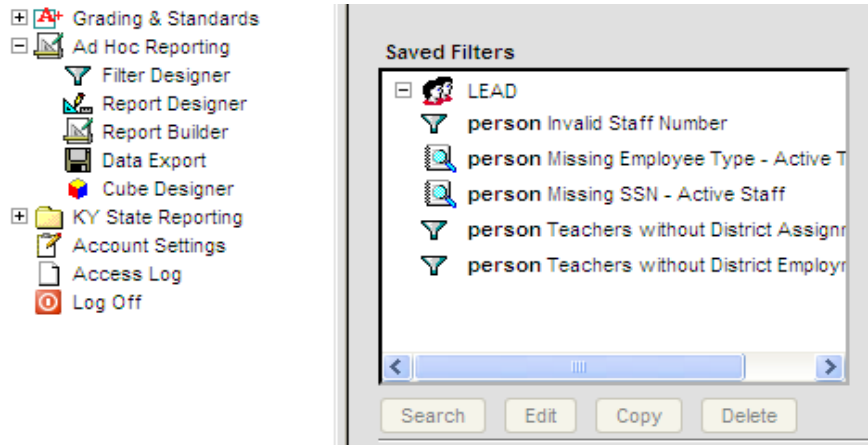


LEAD Ad Hoc Reports

KDE has developed 5 ad hoc reports to identify staff members that will cause problems in your LEAD data.



1. Invalid Staff Number – identifies staff members with alphabet characters in the staff number field
2. Missing Employee type – identifies persons with an active employment and assignment without an employee type
3. Missing SSN - identifies persons with an active employment and assignment without an SSN
4. Teachers Without District Assignment – identifies primary/secondary teachers of a course who do not have a current district assignment record
5. Teachers Without District Employment – identifies primary/secondary teachers of a course who do not have a current district employment record

If these ad hoc reports are not already in your Ad Hoc saved filters list, please have the appropriate district personnel create them using the instructions below.

LEAD Report Ad hoc Reports

1. Teachers without a valid staff number

Purpose: Report identifying staff with both an active employment and district employment that has one or more alpha characters in their staff/teacher number (which should only be all numeric characters).

- *Please type this query into Infinite Campus: copying from Word will not allow the query to run properly due to hidden formatting codes contained within the text. Also, due to a bug in IC, please enter a space prior to the beginning of the first line on boxes A & B (i.e., prior to the words “LEFT” on Box A and “AND” on Box B).*

Filter Type: Pass-Through SQL Query

Filter Data Type: Census/Staff

Box A

INNER JOIN EmploymentAssignment e ON e.personID=individual.personID
INNER JOIN Employment ep ON ep.personID=individual.personID

Box B

AND PATINDEX('%[a-z][A-Z]%', individual.staffNumber)>0
AND e.endDate IS NULL
AND ep.endDate IS NULL

2. Missing Employee Type (Ad Hoc Reporting>Filter Designer)

Purpose: Report showing anyone with an active employment and district assignment that is missing an employee type

Filter Type: Query Wizard

Filter Data Type: Census/Staff

Demographics>lastName
Demographics>firstName
Demographics>middleName
Staff>District Employment>Active (**Operator = Value 1**)
Staff>Assignment>Active (**Operator = Value 1**)
Staff>Assignment>Type (**Operator IS NULL**)

3. Missing Staff SSN (Ad Hoc Reporting>Filter Designer)

Purpose: Report showing anyone with an active employment and district assignment that is missing an SSN

Filter Type: Query Wizard
Filter Data Type: Census/Staff

Demographics>lastName
Demographics>firstName
Demographics>middleName
Demographics>ssn (**Operator IS NULL**)
Staff>District Employment>Active (**Operator = Value 1**)
Staff>Assignment>Active (**Operator = Value 1**)
Staff>Assignment>Type (**Operator = Value 01**)

4. Teachers w/o a current district assignment record

Purpose: Report identifying primary/secondary teachers of a course who do not have a current district assignment record

- *Please type this query into Infinite Campus: copying from Word will not allow the query to run properly due to hidden formatting codes contained within the text. Also, due to a bug in IC, please enter a space prior to the beginning of the first line on boxes A & B (i.e., prior to the words "LEFT" on Box A and "AND" on Box B).*

Filter Type: Pass-Through SQL Query
Filter Data Type: Census/Staff

Box A

```
LEFT OUTER JOIN EmploymentAssignment e ON e.personID=individual.personID
INNER JOIN Teacher t ON t.personID=individual.personID
INNER JOIN Section s ON s.sectionID=t.sectionID
INNER JOIN Course c ON c.courseID=s.courseID
```

Box B

```
AND e.personID IS NULL
AND individual.staffNumber IS NOT NULL
AND c.active=1
```

5. Teachers w/o a current district employment record

Purpose: Report identifying primary/secondary teachers of a course who do not have a current district employment record

- *Please type this query into Infinite Campus: copying from Word will not allow the query to run properly due to hidden formatting codes contained within the text. Also, due to a bug in IC, please enter a space prior to the beginning of the first line on boxes A & B (i.e., prior to the words “LEFT” on Box A and “AND” on Box B).*

Filter Type: Pass-Through SQL Query

Filter Data Type: Census/Staff

BOX A

```
LEFT OUTER JOIN Employment e ON e.personID=individual.personID
INNER JOIN Teacher t ON t.personID=individual.personID
INNER JOIN Section s ON s.sectionID=t.sectionID
INNER JOIN Course c ON c.courseID=s.courseID
```

Box B

```
AND individual.staffnumber IS NOT NULL
AND e.personID IS NULL
AND c.active =1
```

LEAD Data Elements from Infinite Campus

(Elements in Bold are entered by local staff; elements in italics pull from data in the system)

Staff Data		
<u>Data Element</u>	<u>Location in Infinite Campus</u>	<u>Special Information</u>
<i>District Number and School Code</i>	<i>System Administration</i>	
Staff member first and last name	Demographics Tab	All staff members are included in the extract file
Staff member SSN	Demographics Tab and Identities tab	
Staff member teacher number	Demographics Tab	
Employee type (and alternative employee type if needed)	District Assignment Tab	Employees must have an active record on both the District Employment Tab and the District Assignment Tab
Course Data		
<u>Data Element</u>	<u>Location in Infinite Campus</u>	<u>Special Information</u>
<i>District Number and School code</i>	<i>System Administration</i>	
SSN of teacher of record	Demographics Tab and Identities Tab Section Tab	This is based on the Primary Teacher selection on the Section Tab
Course name	Course Master/Course Tab	
Course ID number	Course Master/Course Tab and Section Tab	This number is a combination of the course number and the section number
<i>Low and High grade of course</i>	<i>Student information</i>	If no students are enrolled, it defaults to the grade range of the school
<i>Number of students enrolled</i>	<i>Class roster</i>	
Core Content number	Section Tab	This is ignored unless the state course number is 909999 with a few exceptions
State Course number	Course Master or Course Tab	This number is used to assign the core content in LEAD
Population ID	Student Enrollment Information (default) Section tab if no students actively enrolled	Reflects population (general, special ed, gifted, etc) of students enrolled in course Multiple records possible per course If no students are enrolled in the course, it will default to "none" – enter on the Section tab

LEAD Data Elements from Infinite Campus

(Elements in Bold are entered by local staff; elements in italics pull from data in the system)

Course Data (continued)		
<u>Data Element</u>	<u>Location in Infinite Campus</u>	<u>Special Information</u>
SSN of additional teachers	Demographics Tab and Identities Tab Section Tab	Additional teachers are those that collaborate with primary teacher of record This is based on the Teachers and Section Staff selections on the Section Tab Multiple records possible per course
<i>Term offered</i>	Section Schedule Placement/Calendar information	
HQ status	Section Tab	
Instructional Setting	Course Tab	Defines where the instruction is happening <ul style="list-style-type: none"> • 01-Onsite Classroom (default) • 02-Offsite Vocational • 03-Offsite College • 04-Home/Hospital • 05-Online
Teaching Method	Course Tab	Defines how the course is taught <ul style="list-style-type: none"> • 01-Direct Instruction (default) • 02-3rd Party Contract • 03-JCPS Self Study • 04-KET • 05-KVHS • 06-Narvatus • 07-Other Self Study • 08-Other Virtual • 09-Plato
Special Type	Section Tab	Use this drop down to indicate courses for special groups of students Selections should be based on the students for whom the course is designed; do not choose based on the teacher certification <ul style="list-style-type: none"> • 01 – None (default) • 02 - Alternative Classroom (<i>only use if not in an alternative school</i>) • 03 - ESL Classroom • 04 - Gifted Classroom • 05 - Special Education Classroom • 06 - Speech Therapy

Scheduling Scenarios Elementary

Elementary – 2 periods (both instructional) **RECOMMENDED**

- Homeroom and self contained courses scheduled across both 1st and 2nd period
- The homeroom state code will vary based on self contained (701010 or 702010) vs. departmentalized (703001)
- As long as the one class where attendance is taken spans both periods, attendance will only be taken once
- All other courses (content area courses as needed for grading or departmentalized grade levels) will be placed in the second period and marked as “non-attendance”
- All specialty classes (art, music) should be included and marked as “non-attendance”

Elementary – 2 periods (1 instructional, 1 non)

- All homerooms will be in the instructional period
- State code will vary based on self contained (701010 or 702010) vs. departmentalized (703001)
- All specialty classes (art, music, PE, etc.) will be in the instructional period and mark as “non-attendance”
- Content area courses for grading purposes only in a self contained grade levels can stay in the non-instructional period
- Content area courses for departmentalized grade levels must be in the instructional period and marked as “non-attendance”
- Additional/collaborating teachers must be assigned to courses within the instructional period to appear in LEAD

Scheduling Scenarios Middle School Rotation

Middle School Rotation Classes that result in one full year grade

- Set up the one related arts course (state course code 909999) with 4 different sections (number is dependant on how the school rotates).
- Each teacher would be listed as the Primary teacher on 1 section and the additional teacher on the other ones.
- The content assigned on the section tab would relate to the content of the “primary” teacher.
- By assigning them all as additional teachers (not section staff) on “each others” sections, they’ll all have access to the grades etc. of all of them.
- Divide the students into 4 sections (number is dependent on how the school rotates) and the students will stay in that section all year

SAMPLE	Course title: 6 th Grade Related Arts	Course number in IC: 612345	State Code number on course master: 909999	4 sections/4 teachers Godsey – Music Smith – PE Jones – Guidance/Practical Living Davis – Art
Section Number	612345_1	612345_2	612345_3	612345_4
Primary Teacher	Godsey	Smith	Jones	Davis
Additional Teachers	Smith Jones Davis	Godsey Jones Davis	Godsey Smith Davis	Godsey Smith Jones
% of students assigned	25%	25%	25%	25%
Content on Section Tab	Music	PE	Practical Living	Art

Scheduling Scenarios

Alternative Schools

Alternative Schools where transcripts/report cards are NOT generated at the alternative school

- Create 4 main courses in the course master for this location
 - English Language Arts
 - Math
 - Science
 - Social Studies
- Create others as needed for PE, Art, Music, etc.
- Use the state course codes for Multi-Subject/Multi-Grade [CONTENT] for the 4 core areas. (e.g. 230190 for English Language Arts)
- Use the correct state code for other content areas as needed
- If an alternative teaching method is used, make the appropriate selection on the course tab.
 - NOTE: If more than one teaching method is used for a content area that content area will need to have 2 separate courses in the course master.
- Assign the appropriate teacher to the section(s) on the section tab
 - NOTE: if the teacher is responsible for delivering core content instruction, they MUST demonstrate HQ status as defined by NCLB.

Alternative Schools where transcripts/report cards are generated at the alternative school

- Create courses in the course master for this location or use the district course catalogue
 - Any course that could be taught at this location should be included
- Use the state course codes appropriate for the actual course/content being taught (e.g. 230107 for English 1)
- If an alternative teaching method is used, make the appropriate selection on the course tab.
 - NOTE: If more than one teaching method is used for a content area that content area will need to have 2 separate courses in the course master.
- Assign the appropriate teacher to the section(s) on the section tab
 - NOTE: if the teacher is responsible for delivering core content instruction, they MUST demonstrate HQ status as defined by NCLB.