

Generating Last Year's Staff Responsibility Report



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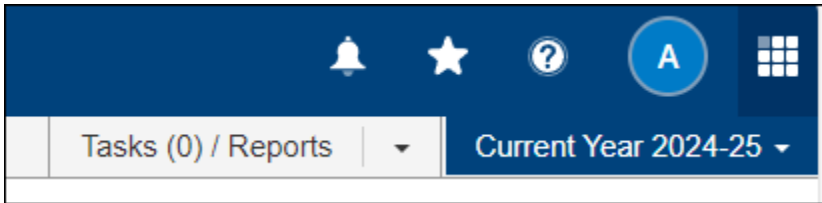
Generating Staff Responsibility Report

Introduction

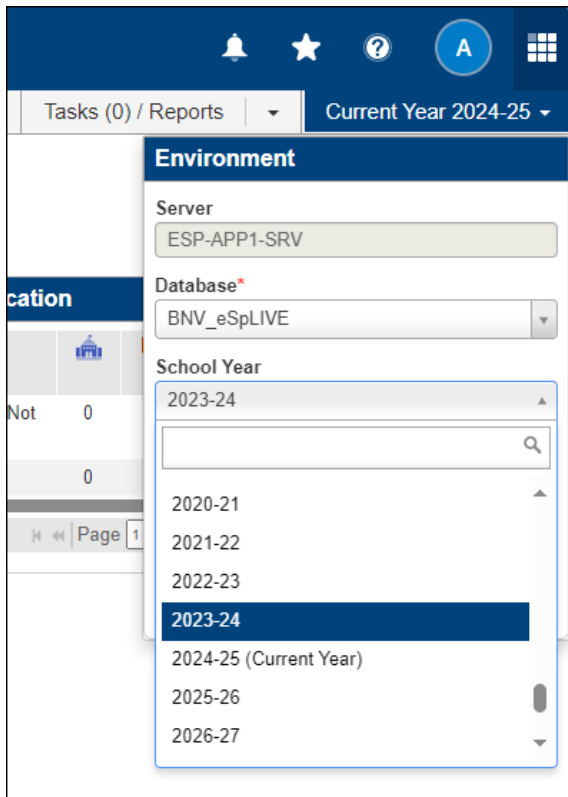
This document describes the steps to follow in order to properly generate last year's Staff Responsibility report in order that it may be used to assist in the coding of this year's Staff Responsibility records for the PEIMS snapshot submission.

Change to Last Year's Database

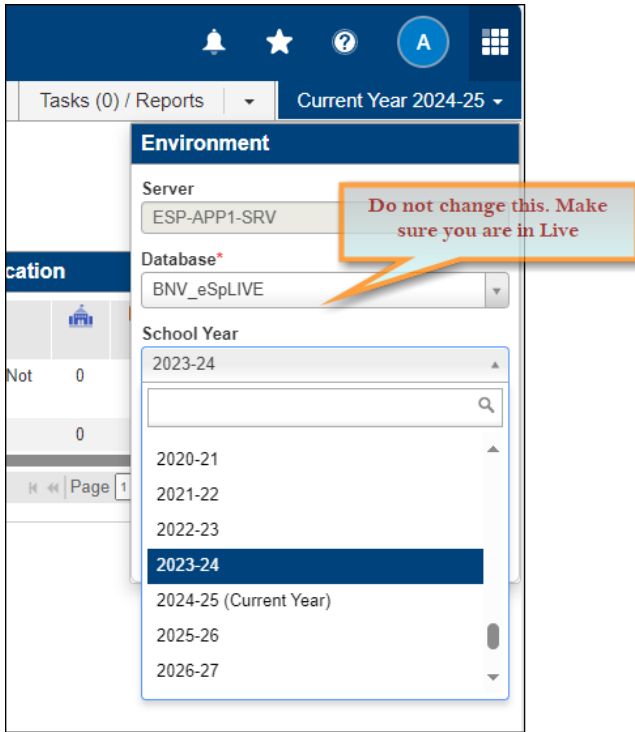
The report should be generated from last year's database. Change the current school year to reflect last year's database by clicking on the school year link at the top right hand corner of the screen as illustrated below:



Select the school year from the drop down menu. See example below:

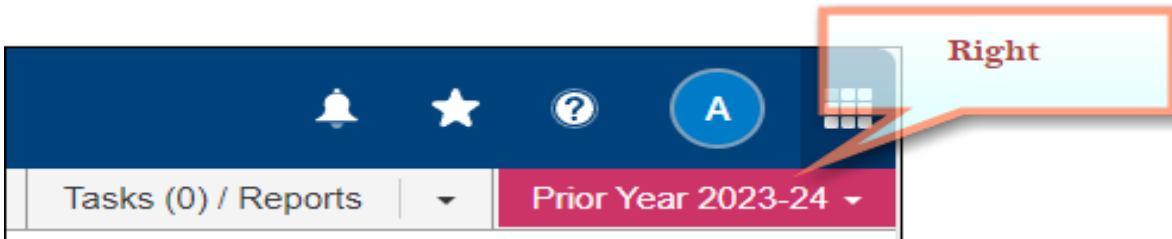


NOTE: Make sure you are in the LIVE database, that's to say, DO NOT CHANGE the database name.

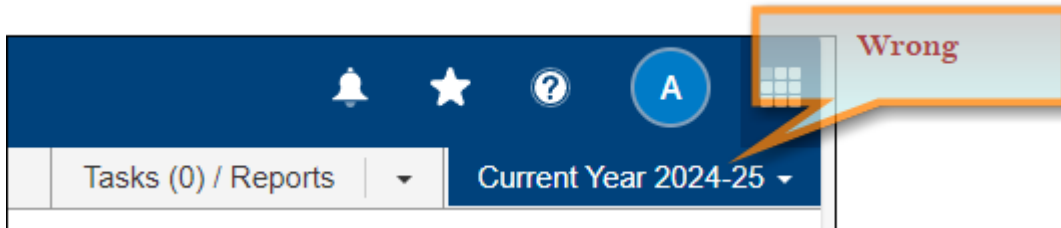


Click on the **OK** button.

The top right hand corner of the screen will now look like this:



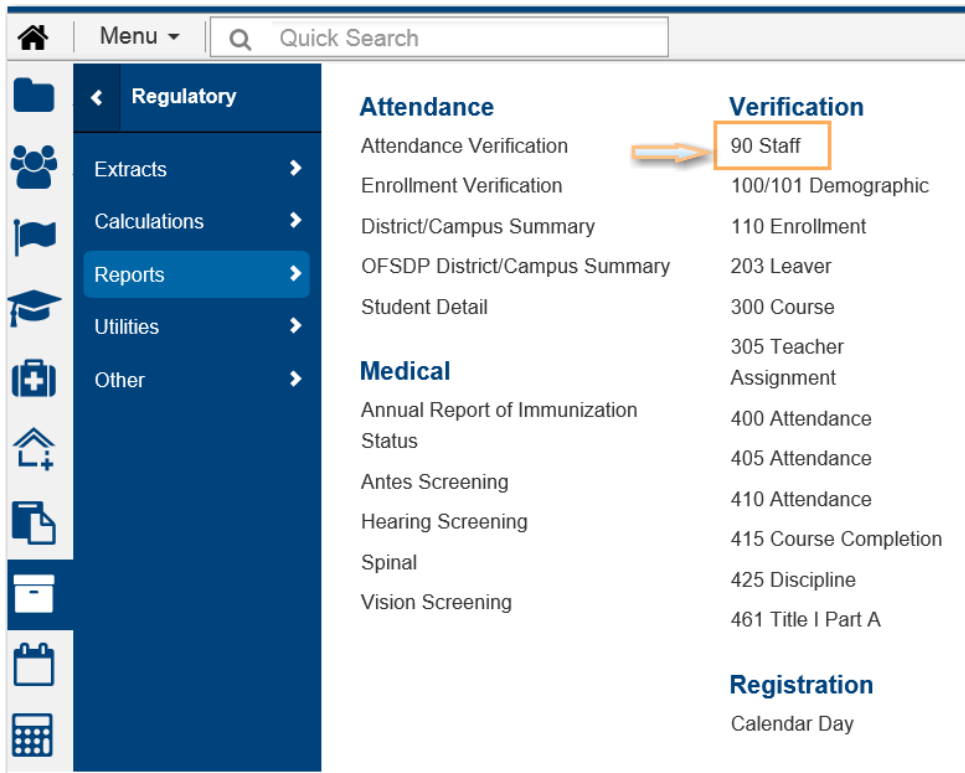
NOTE: If you see “Current Year 2023-24” at the top right hand corner of the screen, you are in the WRONG database.



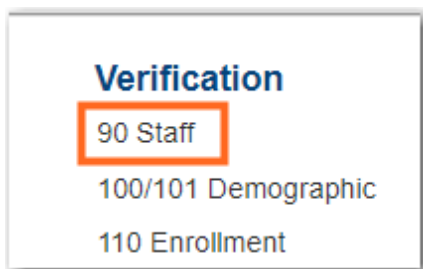
Generating the Report

Follow these steps to generate the report:

1. Click on “Menu.”
2. Select the “File Box Icon”
3. Click on “Reports.”
4. Click on “90 Staff”



5. Click on “90 Staff”.



6. Type your building number next to the “Building List”. Include “All Staff”, and “Report” on Report Type. See example below. The following should remain as is: “Include Staff”, “Include Staff w/No State ID”, and “Report Type”.

TX 090 Staff Verification Report

Prompts

Report Options

Building List* x 134 - Hudson Elementary

Include Staff* All Staff

Include Staff w/No State ID

ReportType* Report Excel

Log Statistics

Task/Report Name* Staff 090 Verification Report

7. Press the  button to generate the report.

Tasks (0) / Reports

Prior Year 2023-24

Click to Run



- The system will display the status of your report on your home page. Wait till the report disappears from the “Scheduled Tasks” section of the screen.

Scheduled Tasks

Total Scheduled Tasks:1

Task	Run Time	Status	
Staff 090 Verification Report	07/17/2024	Waiting	<input type="checkbox"/>
Staff 090 Verification Report	11:36:00 AM		

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- Once the report has finished running, the system will place the completed report under your “Reports” section of the home page. See example below:

Reports

Total Reports:4742 Using: 1.37 Gb

File Name	Modified Date	Size	
Staff 090 Verification Report	07/17/2024 11:35:52 AM	344.03 kb	<input type="checkbox"/>
Staff 090 Verification Report 55	07/17/2024 11:19:04 AM	344.03 kb	<input type="checkbox"/>
Change Student ID20240717 002257	07/17/2024 00:22:50 AM	19.74 kb	<input type="checkbox"/>

The report Log will print first.

7/17/2024		TX Staff 090 Verification Report Statistics Log	
Started:	07/17/2024 11:37:05 AM	Completed:	07/17/2024 11:37:27 AM
File Name:	Staff_090_Verification_Report_20240717_113727.pdf		
Run By User:	aavila		
Working School Year:	2024		
Prompts			
SAVEIFVALID	TRUE	RUN_DOT_NET	TRUE
PERFORMVALIDATION	FALSE	CUSTOM_TASK_NAME	Staff 090 Verification Report
BUILDING	134	SELECTEDBLDGS	SELECTED
LOGFILE	N	REPORT_TYPE	R
INCLUDESTAFF	all	INCLUDENOID	Y
TOTAL COURSE STAFF/RESPONSIBILITY RECORDS	707	TOTAL STAFF 090 RECORDS	680

NOTE: Ignore any errors that appear below the “Prompts” section.

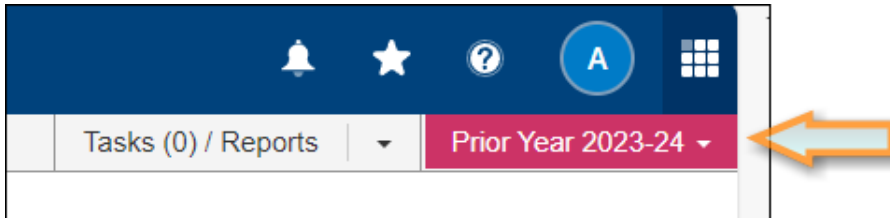
Building 134, Course 970010-29 for staff 4901 has 0 students and will not be included.
Building 134, Course E40101-402 for staff 6819 has 0 students and will not be included.
Building 134, Course E40501-402 for staff 6819 has 0 students and will not be included.
Building 134, Course E40601-402 for staff 6819 has 0 students and will not be included.
Building 134, Course E40701-402 for staff 6819 has 0 students and will not be included.
Building 134, Course E41001-402 for staff 6819 has 0 students and will not be included.
Building 134, Course E40201-402 for staff 6819 has 0 students and will not be included.
Building 134, Course E40401-402 for staff 6819 has 0 students and will not be included.
Building 134, Course 970010-26 for staff 6819 has 0 students and will not be included.
Building 134, Course 960040-9 for staff 2212 has 0 students and will not be included.
Building 134, Course E10101-102 for staff 1933 has 0 students and will not be included.

The report will show below

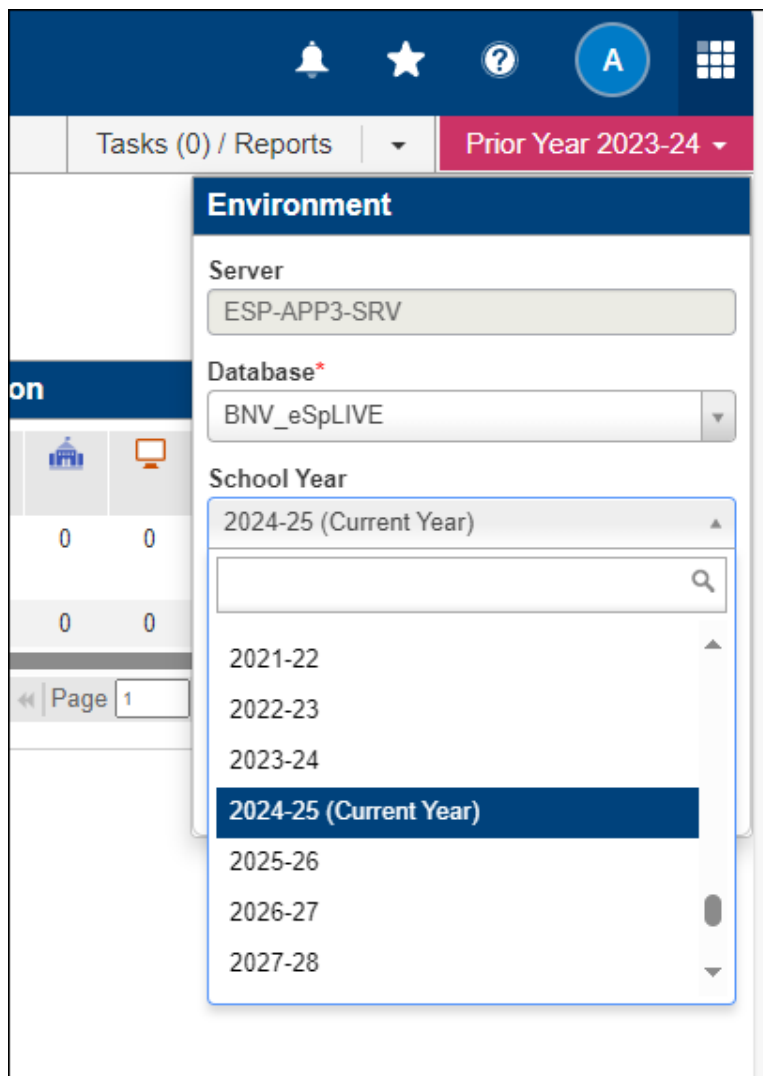
7/17/2024		TX Staff 090 Verification Report										Page 20 of 75							
Course / Responsibility Record Count: 9										Staff / 090 Record Count:9				Monthly Minutes Total: 5220					
Staff: Garcia		Staff ID: [REDACTED]		State ID: [REDACTED]															
COURSE / RESPONSIBILITY DATA										STAFF / 090 RECORD DATA									
Building	Course	Service ID	Class ID	Student Count	Pop Served	Class Type	Monthly Minutes	Role ID	Minutes Override	Unique Class ID	Campus	Service ID	Class ID	Role ID	Student Count	Pop Served	Class Type	Monthly Minutes	
134	E30102-801	02625030	00000002534841	1	06	01	N/A	087	900	Y	031901134	02625030	00000002534841	087	001	06	01	900	
Description: Read 3		Periods: 1		Cycle Days: M, T, W, R, F				Start/End Dates: 8/14/2023 / --											
134	E40102-801	02625040	00000002534938	3	06	01	N/A	087	900	Y	031901134	02625040	00000002534938	087	003	06	01	900	
Description: Read 4		Periods: 1		Cycle Days: M, T, W, R, F				Start/End Dates: 8/14/2023 / --											
134	E50102-801	02625050	00000002535061	3	06	01	N/A	087	900	Y	031901134	02625050	00000002535061	087	003	06	01	900	
Description: Read 5		Periods: 1		Cycle Days: M, T, W, R, F				Start/End Dates: 8/14/2023 / --											
134	E50502-801	02640050	00000002535115	4	06	01	N/A	087	900	Y	031901134	02640050	00000002535115	087	004	06	01	900	
Description: Math 5		Periods: 5		Cycle Days: M, T, W, R, F				Start/End Dates: 8/14/2023 / --											

10. Remember to change back to the current year

Click on the school year link at the top right hand corner of the screen as illustrated below:



- Select the school year from the drop down menu. See example below:



Click on the  button.

The top right hand corner of the screen will now look like this:

