

Staff Assignment Report Instructions

The Staff Assignment Report can be accessed from two places within the DESE Web Application System:

- Data Collection link: Select Reports, then Special Reports, then Staff Assignment Report.
- Educator Qualifications: Select Report Menu, then Staff Assignment Report.

How do I run the report for all educators in my district?

Simply select the year for the report and click the “Run Report” button. This will provide every assignment for every educator reported in the district. The report includes the state certification status for each applicable assignment.

How do I limit the report to certain schools or programs?

Use one or more of the selection options to limit the output of the report:

Schools: The default is all schools. Limit the report output to one or more schools by selecting the desired schools and clicking Add.

Program: The default is all program codes which identify special funding. Limit the report output to one or more program codes by selecting the desired programs and clicking Add. For example, to produce a Federally Paid report for ESEA Consolidated Application purposes, select programs 03, 04, 10, 13, 20, 21, 28, 29, 30, 31, 37 and 39.

CTE Program Type: The default is all career and technical education (CTE) Program Types. Limit the report output to one or more CTE program types by selecting the desired program types and clicking Add.

Special Report: There are three special reports:

- **No Certification – Teacher:** The report includes only teachers who do not have any active certification.
- **Administrator:** The report includes all administrators (position codes 10 and 20) in your district.
- **Summer School:** The report includes only summer school assignments.

Not Appropriately Certificated

- **Not Appropriately Certificated:** To produce a report that lists out assignments for which the educator is not appropriately certificated, check the box next to the “Not Appropriately Certificated” option. If the “All Assignments” radio button is selected, clicking “Run Report” will return all assignments (Appropriately or Not Appropriately Certificated) for any educators who have at least one assignment for which they are not appropriately certificated. If the “Selected Assignments Only” radio button is selected, clicking “Run Report” will return only those assignments for which the educator is not appropriately certificated.

Course Range: To limit the report to a specific course code or range of course codes, type in the six digit course code or range of codes.

All Assignments or Selected Assignments Only: The “All Assignments” radio button is the default setting and results in all assignments displaying for those educators who meet the selection criteria. The “Selected Assignments Only” radio button limits the results to those assignments that match the selection criteria. For example, Mrs. Smith has two assignments, one Program Code 03 and the other has no program code. If Program Code 03 and “All Assignments” are selected, both of Mrs. Smith’s assignments will display on the report. If Program Code 03 and “Selected Assignments Only” are selected, only Mrs. Smith’s Program Code 03 assignment will display on the report.

Sort By: The Sort By option is used to sort the report by the educators’ last names or by school code.

How often are the data in the report refreshed?

The information in these reports is not “live” data, but is updated daily at approximately 2:00 am.

How do I get access to the Staff Assignment Report?

Submit a Web Systems User ID Request Form (<http://dese.mo.gov/data-system-management/user-managerlogin-request-forms>) to your school district’s User Manager or follow the directions on the form. On the form, on the Educator Qualifications line, indicate the access level needed (1-View Only, 2-Data Entry or 3-Authorized Representative). Any of these levels will allow access to the Staff Assignment Report