

STAFF10 Staff Data Verification Report

The STAFF10 (Staff Data Verification report) displays all the teachers that have been submitted by a school or LEA.

Note: Select a **Fiscal Year** and **Local Education Agency** in the upper-right corner before running the report

Fiscal Year: 2017
Local Education Agency: Select an Option

STAFF10 - Staff Data Verification Report

This report provides a compilation of staff detail data that has been submitted to ADE.

School(s): Select options

Page Breaks between Schools:

View Report

(1) Reporting Parameters: Users must choose a School from the drop-down menu.

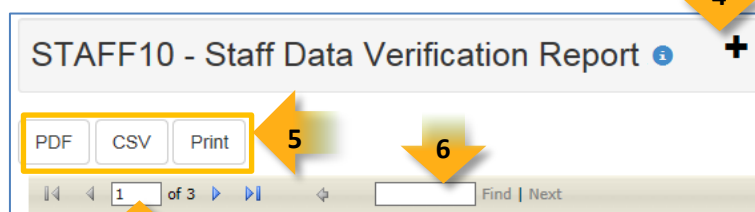
- The **Page Break between Schools** check box displays each school on a separate page. This is only applicable for LEAs with permissions to view submissions from multiple schools.

(2) View Report: Queries results (shown on Page 2).

(3) Collapse: To provide more room for viewing the report, the - button collapses the interface:

(4) Expand: Click the + icon of a collapsed report to expand the search interface.

(5) PDF/CSV/Print: Selecting **PDF** prompts to save or open the report as a PDF file. Selecting **CSV** prompts to save or open the report as an Excel document. Selecting **Print** displays the report in a print preview window. Click the printer icon to print the report as it appears on the screen.



(6) Search: Type the name of entity, or part of a name, to quickly scan the report. Matches are highlighted blue.

(7) Navigation: The < and > buttons move forward and backward, one page at a time. The << and >> buttons move to the first and last page, respectively. A specific page number can be entered in the textbox, followed by hitting Enter on the keyboard.

ADE Quick Reference Guides

AzEDS Reports



STAFF10		Unified District (0000)			CTDS: 00-00-00-000	
Fiscal Year: 2015		Staff Data Verification Report			Page: 1 of 1	
School Year: 2014 - 2015					Report Date: 06/30/2015 09:10 AM	
School CTDS: 00-00-00-000						
School Name: High School (0000)						
District Staff ID	Stakeholder ID	State Staff ID	Last Name	First Name	Middle Initial	Birth Date
00-00-000	001100110	87182949	Byra	Ayra	m	12/01/55
						Total records with missing Birth Date: 0
						Total records with missing Stakeholder Id: 0
						Total Number of Staff: 1
Summary By School						
CTDS	School Name	Number Of Staff	Staff Missing Stakeholder Ids	Staff Missing Birth Dates		
00-00-000	High School (0000)	1	0	0		

(8) Header: The report name, fiscal year, and school year display on the top-left corner each results page. The LEA name, Entity ID, and long report name display on the center of each results page. The CTDS number, page number, and date of the report display on the top-right corner of each results page.

(9) Sub-Header: The School CTDS, School Name, and School Entity ID display above the reporting results. If the **Page Break between Schools** box is checked on the search interface, each section displays on a separate page.

(10) Report Information - Staff: The following information is listed per teacher:

- **District Staff ID:** The identification number supplied by the LEA.
- **Stakeholder ID:** The HQT (highly qualified teachers) staff ID, if applicable.
- **State Staff ID:** The unique identification number supplied by ADE.
- **Last name, First Name, and Middle Initial** (if available).
- **Birthdate** (if available).

(11) Totals: Displays the total number of teachers submitted by the school and indicates any missing stakeholder IDs and birthdays.

(12) Summary by School: This information is available on the last page of the report. If the report is ran for multiple schools, each school is listed along with a briefing of the number of staff submissions, missing stakeholder IDs and birthdays.