

Correcting data in Infinite Campus to eliminate Job Category Exceptions

Note: This QRC provides the basic steps necessary to correct job category exceptions appearing on the CIITS Job Category Exception custom report in Infinite Campus. The job category will be used to determine which evaluation framework a person will receive in CIITS. Note that only certified staff who will be evaluated in CIITS need to be aligned to a job category.

The following exception codes may appear on the CIITS Job Category Exception Report. This QRC will explain how to correct each exception.

E1: No active district employment record

This exception is produced because a person does not have an active record on the District Employment tab (Census > People > District Employment).

Corrective Action: Navigate to the person's District Employment tab (Census > People > District Employment). Add a district employment record. Ensure the start date of the added record is earlier than the current date, or is the current date. Ensure the end date of the added record is either no end date (blank) or a future date. Click Save.

E2: No active assignment in any school

This exception is produced because a person does not have an active record on the District Assignment tab in any school. A person must have an active assignment in at least one school in order to receive a job category.

Corrective Action: Navigate to the person's District Assignments tab (Census > People > District Assignments). Add a district assignment record in the **school** in which the person will be evaluated. Ensure the start date of the added record is earlier than the current date, or is the current date. Ensure the end date of the added record is either no end date (blank) or a future date. Click Save.

E3: Conflicting Type and/or Alt Type values within a school

This exception is produced because a person has conflicting Type and/or Alternate Type values on their active district assignment records within a school. The Type/Alternate Type value must be the same on all of a person's active district assignment records within a school.

Corrective Action: Navigate to the person's District Assignments tab (Census > People > District Assignments). Click on the school(s) shown next to the E3 exception code on the report. Verify that each of the active assignment records contains the same Type and/or Alternate Type value. Click Save.

E4: Evaluation Override set on more than one Type value

This exception is produced because the Evaluation Override (01: Yes) is set on more than one of the person's active assignment records, which contain conflicting Type/Alternate Type values.

Corrective Action: Navigate to the person's District Assignments tab (Census > People > District Assignments). Review the exception report to determine on which Type/Alternate Type values (and associated school) the Evaluation Override is incorrectly set. Once known, click on the affected records to remove the Evaluation Override (01: Yes). Click Save.

Before leaving the person's District Assignments tab, verify the Evaluation Override (01: Yes) is set on only one active district assignment record, which contains the Type/Alternate Type value on which the person will be evaluated.

E5: Evaluation Override needs to be set

This exception is produced because the person has different Type/Alternate Type values selected on active district assignment records between schools and the Evaluation Override has not been set to indicate on which Type/Alternate Type value the person should be evaluated.

Corrective Action: Navigate to the person's District Assignments tab (Census > People > District Assignments). Review the report and determine on which Type/Alternate Type value (and associated school) the person should be evaluated. Once known, click on the school which contains the Type/Alternate Type value on which the person should be evaluated and set the Evaluation Override to 01: Yes on one of the active assignment records. Before saving, verify that the record that contains the 01: Yes Evaluation Override contains the Type/Alternate Type value on which the person should be evaluated. Click Save.

E6: Evaluation Override set on ineligible Type/Alt Type value

This exception is produced because the Evaluation Override has been set on a district assignment record which contains a Type/Alternate Type value that is not mapped to a job category.

Corrective Action: Navigate to the person’s District Assignments tab (Census > People > District Assignments). Click on the school shown next to the E6 exception on the exception report. Verify the correct Type/Alternate Type value is selected for the person. If the Type/Alternate Type value is correct, remove the Evaluation Override (01: Yes) from the record(s). Repeat for all active records within the school where the Evaluation Override is set. Click Save. The person will NOT receive a job category.

If the Type/Alternate Type value is incorrect, select the correct Type/Alternate Type values on all of the person’s active district assignment records. If necessary, set the Evaluation Override on one of the person’s active district assignment records which contains the Type/Alternate Type value on which the person should be evaluated. Click Save.

E7: Not aligned to eligible Type value

This exception is produced because the Type/Alternate Type value selected on the person’s active district assignment records is not mapped to a job category.

Corrective Action: Review the person to determine if they are a certified staff person who needs to be evaluated. If the person is not certified and will not be evaluated, no action is necessary.

If the person is certified and will be evaluated, navigate to the person’s District Assignments tab (Census > People > District Assignments). Select the appropriate Type/Alternate Type value based on the function that the person serves within each school. If necessary, set the Evaluation Override on one of the person’s active district assignment records which contains the Type/Alternate Type value on which the person should be evaluated. Click Save.

Supplemental Information

The following Type / Alternate Type values on the user’s district assignment record(s) will be mapped to a job category value.

Type	Alt Type	Description	Mapped to Job Category...
01	n/a	Teacher	Teacher
02	n/a	Administrator	School Administrator
03	n/a	Counselor	Guidance Counselor
05	n/a	Speech Therapist	Therapeutic Specialist
06	n/a	Librarian	Library Media Specialist
07	REH	Rehabilitation Counselor	Guidance Counselor
07	SOW	Social Worker	Guidance Counselor
07	PSY	Psychologist	Psychologist
07	OCC	Occupational Therapist	Therapeutic Specialist
07	PHT	Physical Therapist	Therapeutic Specialist
07	REC	Recreation Therapist	Therapeutic Specialist
07	SPT	Speech Therapist	Therapeutic Specialist
07	ISC	School Instructional Specialist/Coach	Instructional Specialist/Coach

Note: Principal (identified by email) maps to Job Category Principal