

# Infinite Campus: Teacher Turnover Details Custom Report

## Quick Reference Card

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Custom Report: Teacher Turnover Details: The purpose of this report is to provide the detail used to calculate the Teacher Turnover rate for a school. The report runs from a static data table and not from live data. Making changes in Infinite Campus will not change the report output unless KDE refreshes the static data table. Anyone assigned to at least one course scheduled during instructional time and who has a license number entered in Infinite Campus District Employment license field will be included in the calculation.

The teacher turnover calculation:

# of teachers at the end of the prior year who did not return in the calculation year,  
+ # of teachers who returned but did not complete the calculation year  
+ # of new teachers who taught at least 100 days but did not complete the calculation year  
= total # of teachers considered turnover (numerator)  
/ divided by the total # of teachers at the end of the prior year (denominator)  
= % turnover for the school.

Selection Criteria: (1) Use the Campus toolbar to select a single school or all schools. (2) Select a year from the End Year dropdown box. The selected year is the school end year for the School Report Card calculation. Data are only available for the 2014-15 school year and later.

KDE Contact: [Todd Davis](#), Office of Educator Licensure and Effectiveness

Pathway: [KY State Reporting](#) | [KDE Reports](#) | [Teacher Turnover Details](#)

*NOTE: Users must be granted access by local KSIS administrator before they will see this report.*

### General definitions

- YR2 (Year 2) – the calculation year; the end year of the corresponding School Report Card year.
- YR1 (Year 1) –the base year; one year prior to the calculation year.  
i.e. YR2 = 2023 indicates the school year 2022-23 and is the calculation year

YR1 = 2022 indicates the school year 2021-22 and is the prior year

- Teacher – anyone assigned to at least one course during instructional time and has a license number entered in Infinite Campus in the District Employment license field.
- School Turnover Non-returning – a teacher scheduled on the last day of school during Year 1, but not scheduled during Year 2.
- School Turnover Unfinished – a teacher who is (1) scheduled on the last day of school during Year 1, scheduled during Year 2 but not on the last day of school or (2) is new or not scheduled on the last day of school during Year 1, scheduled for a minimum of 100 school days during Year 2, but is not scheduled on the last day of school during Year 2.
- Turnover percentage numerator – the number of teachers counted as turnover (School Turnover Non-returning + School Turnover Unfinished).
- Turnover percentage denominator – the total number of teachers scheduled on the last day of school during Year 1.

### Data Notes:

- Each row contains the turnover information for a single teacher within a school.
- Teachers are listed once for each school in which they are assigned to a course.
- Teachers who do not complete Year 1 (are not assigned to a course on the last day of school) are not included in the counts for School Turnover Non-returning nor the the total number of teachers for a school.
- The column labeled “Turnover” indicates teacher is considered turnover in the calculation. “School Turnover Nonret” and “School Turnover Unfin” indicate the determining factor for inclusion.
- District and state percentages are aggregated from school level numbers.
- Teachers scheduled for classes at multiple schools will count multiple times for the district.
- “Teacher Count” in the School Report Card | Learning Environment | Teachers will not necessarily match the denominator for the turnover calculation.
  - “Teacher Count” is provided from MUNIS and counts full time equivalent staff categorized as a teacher.
  - Teacher turnover calculation includes any staff assigned to a course during instructional time who has a license number entered in Infinite Campus on the Credentials page. The turnover calculation can include librarians, counselors, principals and other professionals.
  - Teachers assigned to Kentucky Technical System courses are included in the teacher turnover calculation for the school or schools where the courses are scheduled. These teachers are usually not included in “Teacher count”.

Suggested report uses: *(Once the report is opened in Excel, turn the Filter option on and freeze the headings.)*

*Corresponding column letters are listed in () after the column label*

- 1) Filter on Turnover School Name (B) to see teachers included in the teacher turnover calculation for a particular school.
- 2) Filter on Teacher LName (C) and Teacher FName (D) to see the schools associated to a teacher within a district in a report run for all schools.
- 3) Filter on Turnover (F) to see the teachers counted (Y-Yes) or not counted (N-No) as Turnover in a school.

- 4) Filter on School Turnover Nonret (G) to see the teachers counted (Y-Yes) or not counted (N-No) as a non-returning teacher in a school. Filter on School Turnover Unfin (H) to see the teachers counted (Y-Yes) or not counted (N-No) as a teacher who did not finish Year 2. Filter on Y1 or Y2 AssignType to review staff assignments.
- 5) Filter on YR1 Assign Type and YR2 Assign Type not 01. Review staff shown to determine if certified teacher. If not, remove the license number on the Credentials page in Infinite Campus.

**Report Sample: Available as Microsoft Excel report only.**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Sch Year	Turnover School Name	Teacher LName	Teacher FName	Teacher MI	Turnover	School Turnover Nonret	School Turnover Unfin	End Year	EPSB ID	Gender	Race	Ethnicity	DOB	Dist Emp Beg	Dist Emp End	YR1 Dist	YR1 Dist Name
2015	TEST ELEMENTARY SCHOOL	DUCK	DONALD		Y	Y	N	2014	112233445	M	6	N	02/29/1960	07/01/2007	07/01/2014	990	Test County
2015	TEST ELEMENTARY SCHOOL	BROWN	JANE		Y	N	Y	2015	223344556	F	6	N		10/06/2003		990	Test County
2015	TEST ELEMENTARY SCHOOL	SMITH	AMY	L	Y	N	Y	2015	334455667	F	6	N	07/09/1952	08/10/2010	12/19/2014	990	Test County
2015	TEST ELEMENTARY SCHOOL	ANDREWS	SCOTT		N	N	N	2015	445566778	M		N		07/01/2007		990	Test County

  

T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
YR1 Sch Name	YR1 Sch Classification	YR1 Teachers ID	YR1 Prim Cont	YR1 Assign Begin	YR1 Assign End	YR1 Assign Type	YR2 Dist	YR2 Dist Name	YR2 Sch	YR2 Sch Name	YR2 Sch Classification
TEST ELEMENTARY SCHOOL	A1	12345	SS	07/01/2007	06/18/2014	01					
TEST ELEMENTARY SCHOOL	A1	54321	SS	07/01/2013	08/29/2014	01	990	Test County	991	TEST ELEMENTARY SCHOOL	A1
TEST ELEMENTARY SCHOOL	A1	45678	P	08/10/2010	12/19/2014	01	990	Test County	991	TEST ELEMENTARY SCHOOL	A1
TEST ELEMENTARY SCHOOL	A1	87654	P	07/01/2007		01	990	Test County	991	TEST ELEMENTARY SCHOOL	A1

  

AF	AG	AH	AI	AJ	AK	AL	AM	AN
YR2 Teachers ID	YR2 Prim Cont	YR2 Assign Begin	YR2 Assign End	YR2 Assign Type	YR2 Day Count	School Turnover Sch	School Teacher Total Sch	School Turnover Calc Sch
0					0	3	17	17.65
54321	P	07/01/2013	08/29/2014	01	13	3	17	17.65
45678	SS	08/10/2010	12/19/2014	01	79	3	17	17.65
87654	P	07/01/2007		01	175	3	17	17.65

**Field Definitions:**

Field Names	Descriptions	Suggested Filters
Sch Year	End year of calculation and School Report Card year.	
Turnover School Name	Name of school for which turnover is being calculated.	Select a school name to see all records used to calculate turnover for the school.
Teacher LName	Teacher's last name.	
Teacher FName	Teacher's first name.	
Teacher MI	Teacher's middle initial or middle name.	
Turnover	Indicates if teacher is considered turnover (Y/N) for the school.	Select Y to see only teachers attributed as turnover. Count should match SCHOOL_TURNOVER_#_SCH.
School Turnover Nonret	Indicates if a teacher returned to the school after Year 1 (Y/N).	Select Y to see only teachers attributed as non-returning turnover.

Field Names	Descriptions	Suggested Filters
School Turnover Unfin	Indicates if a teacher did not finish Year 2 (Y/N). Teachers who were not scheduled to a course on the last day of school in Year 1 must teach at least 100 days in Year 2 to be considered unfinished turnover.	Select Y to see only teachers attributed as unfinished turnover.
End Year	The last year in which the teacher is assigned a course at the school for the calculation period.	
EPSB ID	Educational Professional Standards Board certification number from the District Employment license number field.	
Gender	Teacher's gender (M/F).	
Race	The race code of the teacher.	
Ethnicity	Yes if the teacher is Hispanic or Latino.	
DOB	Teacher's date of birth.	
Dist Emp Beg	Date employment began within the district. If blank, then the employment begin date was not entered.	
Dist Emp End	Date employment ended within the district. If blank, the teacher is still employed at the district.	
YR1 Dist	District Number of employment in Year 1. If blank, the teacher was not employed in the district during Year 1.	
YR1 Dist Name	Name of the district of employment in Year 1. If blank, the teacher was not employed in the district during Year 1.	
YR1 Sch	School Number where the teacher was assigned in Year 1. This should either be the school number of the Turnover School or blank. If blank, the teacher was not employed at the school or was not assigned to a course on the last day of school during Year 1.	
YR1 Sch Name	Name of the school where the teacher was assigned in Year 1 (District Assignments tab). This should either match the Turnover School or be blank. If blank, the teacher was not employed at the school or was not assigned to a course on the last day of school during Year 1.	Select the same school as "Turnover School Name" to see teachers present at the end of Year 1. Count should match "SCHOOL TEACHER TOTAL SCH".
YR1 Sch Classification	Classification of school for which turnover is being calculated.	
YR1 Teachers ID	The PersonID as displayed on the Census Summary Tab at the top of the Person Information box in District Edition (numeric code). If YR1 Sch and YR1 Sch Name are blank, this field will contain 0.	
YR1 Prim Cont	Indicates if the teacher was assigned to a course as Primary (P), Teacher (T), or Section Staff (SS) during Year 1.	
YR1 Assign Begin	Earliest district assignment start date for the school. If YR 1 Sch and YR1 Sch Name are blank, this field will be blank.	

Field Names	Descriptions	Suggested Filters
YR1 Assign End	Maximum district assignment end date for the school. If YR 1 Sch and YR1 Sch Name are blank, this field will be blank.	
YR1 Assign Type	Shows what assignment type the teacher had: 01 = Teacher 02 = Administrator 03 = Counselor 04 = Support 05 = Speech Therapist 06 = Librarian 07 = Other	
YR2 Dist	District number of employment in Year 2. If blank, the teacher was not employed at the school or was not assigned to a course on the last day of school during Year 2.	
YR2 Dist Name	Name of the district of employment in Year 2. If blank, the teacher was not employed at the school or was not assigned to a course on the last day of school during Year 2.	
YR2 Sch	School number where the teacher was assigned in Year 2. This should either match the Turnover School or be blank. If blank, the teacher was not employed at the school or was not assigned to a course on the last day of school during Year 2.	
YR2 Sch Name	Name of the school where the teacher was assigned in Year 2. This should either match the Turnover School or be blank. If blank, the teacher was not employed at the school or was not assigned to a course on the last day of school during Year 2.	
YR2 Sch Classification	Classification of school for which turnover is being calculated.	
YR2 Teachers ID	The PersonID as displayed on the staff demographics screen in District Edition (numeric code). If YR2 Sch and YR2 Sch Name are blank, this field will contain 0.	
YR2 Prim Cont	Indicates if the teacher was a Primary (P), Teacher (T), or Section Staff (SS) during Year 2.	
YR2 Assign Begin	Earliest district assignment start date for the school. If Year 2 record is not available, the field will be blank.	
YR2 Assign End	Maximum district assignment end date for the school. If Year 2 record is not available, the field will be blank.	

Field Names	Descriptions	Suggested Filters
YR2 Assign Type	Shows what assignment type the teacher had: 01 = Teacher 02 = Administrator 03 = Counselor 04 = Support 05 = Speech Therapist 06 = Librarian 07 = Other	
YR2 Day Count	Number of school days taught in Year 2.	
School Turnover Sch	The total number of teachers counted as turnover in the school.	
School Teacher Total Sch	The total number of identified teachers in the school at the end of Year 1.	
School Turnover Calc Sch	Percentage of turnover. Calculated as the total number of teachers counted as turnover (School Turnover Sch) divided by the total number of teachers in the school at the end of Year 1 (School Teacher Total Sch).	