

## LEAD Glossary

### Basic Terminology

Extract	The process in Infinite Campus for generating a LEAD file to upload to the EPSB website.
Full Data Report	A document showing all data submitted through the LEAD process.
LEAD	Local Educator Assignment Data
LEAD file/LEAD Extract File	The file generated during the extract process in Infinite Campus.
Preliminary Audit Report	The primary tool for working through LEAD data. This report should be generated by the coordinator after every upload. It will display only those individuals with unresolved LEAD issues.
Report/LEAD Report	The generic term used when referring to all things LEAD.
Run Report	Generating the PDF of the Preliminary Audit Report. This does not indicate a new upload is necessary.
Sign off	Entering ones user ID, password, and full name to indicate completion of the LEAD report/LEAD process.
Staff Warning	Comments appearing in red (other than "certification issue") on the school page of the preliminary audit report. These warnings must be corrected on the preliminary audit report but can be disregarded on the full data report.
Submit or Finalize	Finishing the LEAD report by using the sign off feature. Submitting indicates that work on the LEAD report is complete and all errors are either clear or are understood to be true certification issues. Once submitted/finalized, a district cannot access the LEAD data for further editing.
Upload	Sending the LEAD file to EPSB via the LEAD website once the file has been generated during the extract process in Infinite Campus.

### Data Elements

Content (CORE_ID)	The subject area of the course. This is assigned via the valid state code number. If incorrect, the state course code should be changed.
Employee Type	The type of job held by the individual as indicated on the District Assignment tab in Infinite Campus. All employee types are included in the LEAD file.
Instructional Setting	The indicator used to identify courses taught in a location other than the onsite classroom.
Jobclass	The four digit number used in MUNIS to identify the job title of an individual.
Population	The indicators used to identify students special ed category or other identifier (i.e. homebound or alternative). Students with no identifier will have a population of "General. The population is based on the active students enrolled in the course through the end of that course and cannot be changed.
State Course Code (ALTCNUM)	The six digit number used to identify the state valid course related to the course being taught.
Special Type	The indicator used to identify courses designed for special groups of students (i.e. alternative, gifted, or special ed).
Teaching Method	The indicator used to identify courses taught via alternative methods such as KVHS or online instruction.

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### Report Comments

Certification Issue	There is an error with one or more of this individual's courses or with their MUNIS jobclass code. This comment is not always indicative of a problem with the individual's certificate; it usually indicates a miscode of some kind.
Holds only SOE/Must Submit COE	The only valid credential held by the teacher is a Statement of Eligibility. If the teacher is new, please file the Confirmation of Employment with the KTIP office. If the teacher has completed KTIP, their current certification has expired and additional steps need to be taken.
Incorrectly Coded	(This error comment will only appear on the Edit LEAD Data Page). The content or the population is currently displaying "none." Supply the needed information to correct.
Insufficient Certification (course)	The teacher's certification does not match one or more parameters of the course, but the LEAD system is unable to identify the specific problem.
Insufficient Certification (MUNIS)	The teacher/administrator cannot clear this particular jobclass with their current certification.
KTIP Approved	This comment can indicate 2 different things: 1.) The individual has recently completed KTIP but the final report has not yet been submitted by the District KTIP coordinator; 2.) The individual has been approved to enter KTIP but the internship certificate has not yet been processed.
KTIP Final	The individual has recently completed KTIP and a final report has been received. Processing is not complete due to one or more missing items (usually \$\$).
No Courses for Staffmember	STAFF WARNING - this indicates that someone with an employee type of "Teacher" is not assigned as primary or secondary teacher on any course in the LEAD file. All persons with an employee type of "Teacher" should be assigned as primary or secondary teacher on at least one course.
Out of Field	The content specified for the course does not match the teacher's certification area.
Out of Grade Range	The grade level (s) of the students enrolled in the course does not match the teacher's certification area.
Out of Population	The population specified for the course does not match the teacher's certification area.
Specify Content	The content is currently displaying "none." To correct this, assign a valid state code on the course tab. If the state code of 909999 has been selected, assign the appropriate content on the section tab.
Specify Population	The population is currently displaying "none" indicating there are no students enrolled in the course. To correct this, either assign students to the section or assign the appropriate population on the section tab.
SSN Not Found in EPSB Database	STAFF WARNING - this indicates that the SSN as it appears in Infinite Campus does not match any SSN on file with EPSB. Should be addressed for all employee types as it indicates they are attached to a course.