

Top 5 CACTUS Reports

#5 – Educator’s by License Level

This report allows you to create a list of educators by a specific license type and includes both school and course assignments. Users can select the entire LEA or individual schools. Users must select at least one license type, but may select multiple licenses if desired. The report is sorted primarily by license type and then by school.

Tips –

- The report includes educator assignments and when selecting all license types may make an appropriate summary of all current educators in the LEA.
- As there is less data displayed in this report, some users may find it more readable than other reports as an Excel export, which allows for manipulation and data analysis.

#4 – Educators Qualified for Assignment

This report allows you to identify individuals in a particular school, or in your entire LEA, that are currently appropriately licensed for the selected course code(s). Users can select multiple schools and multiple course codes. However, selecting multiple course codes results in a list of individuals that are eligible for at least one of the course codes, not all of them (programmatically it is an OR statement, not an AND).

Tips –

- This report does extensive calculations and will run much more efficiently if you select a single course code rather than multiple; so select just A.P. Calculus (AB) (10-12), not the whole calculus category to save time.
- If you don’t know where in the “tree” a specific course code is, you can type the name in the search box above the window with all the course codes.

#3 – Educators with Expiring Credentials

This report is intended to be a quick-reference for LEAs to identify individuals who are employed based on temporary licensing options and includes the date of expiration of those licenses. LEAs often find that following-up with such individuals before their temporary license expires helps in resolving any issues that arise. Users can select the entire LEA or individual schools under the LEA. The report results are sorted by school and display and license areas or endorsements with a future expiration date.

Tips –

- For larger LEAs, the list can be filtered to only display those individuals with credentials that expire in the current school year or in the subsequent October (for SAEPs) by clicking on “Show Educators Expiring Soon”.
- This report does not list Level 1 – APT licenses as they are not considered temporary licenses.
- Some LEAs like to run this and share with school principals before they build their class schedule for the upcoming school year.

#2 – Educators by Selected Assignment

This report allows the user to create a summary list of educators, including FTE and state qualified percentages based on specific course codes. Users can select multiple schools and multiple course codes. Users can also run the report for previous school years by changing the year above the selection windows. Unlike the Educators Qualified for Assignment report, this report runs quickly and easily regardless of how many course codes you select, even if you select them all.

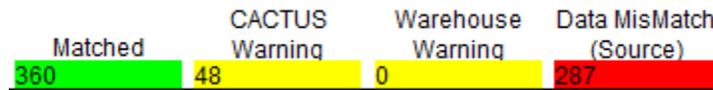
Tips –

- The “Select All Special Ed Assignments” box actually only selects content-based special education assignments. To get all Special Ed, check this box and the Special Education box towards the bottom of the list
- Clicking the “Summary” button will change the results to be summaries by schools rather than individual educators; particularly useful for larger districts.

- Clicking on the “USOE Unqualified” button will change the results to only display those educators not state qualified for their position. A good way to see who may need a letter of authorization.

#1 – Discrepancy Report

This report allows the user to compare the current CACTUS assignment data to the LEA’s most recent UTREx submission of student course data, which includes a teacher of record. Users can select the entire LEA or individual schools to review. When reviewing the information there are four columns with information.



The middle two columns, in yellow, do not typically need to be reviewed. These columns were included to ensure that users would not be confused by “missing” educators, such as the principal or school counselor that don’t typically have classes assigned to them.

In the “Data MisMatch” column, the source of the data is explained, for example:



In this case, the educator is listed in CACTUS as teaching Grade 6, but in the UTREx submission the teacher is listed as a teacher of record for a Grade 4 class. One of these is, likely, an error.

Tips –

- There are many different student information systems (SIS) used by LEAs, while USBE staff can often help identify data listed as “warehouse”, we cannot always provide in-depth support when the error is on that side, but we will try.
- If you find an educator that you do not recognize, typically with the source labeled as “warehouse”, this usually means that a CACTUS ID has been entered incorrectly into your SIS.
- This report is an investigative tool, there are often situations where mismatches occur and cannot be resolved or are necessary. This report is intended to help identify possible issues for investigation, not as a critical error report.

Honorable Mentions

Funding Reports

Pro Staff Cost, Legislative Salary Adjustment, Teacher Supplies and Materials, lets you run the exact same funding report used by our school finance section. Just remember that CACTUS data changes, so if you run the report on a different day then finance, your data may be a little different.

Expiring Licenses w/ background check status

What to see which of your teachers are on top of renewing and which are procrastinating (like me...)? This one is for you!

Person search by cert/endo

Not technically a report, but if you want a list of all your teachers with all their license areas and endorsements, this is the easiest way. Just make sure to select “license area” at the bottom so you get everything.

Educators Qualified for Assignment