

## Instructions for CACTUS Assignments

CACTUS assignments must be submitted in excel or comma delimited (csv) file that will be loaded into CACTUS. An example file is below.

CACTUS ID	Last Name	First Name	District Number	School #	District Name	School Name	Contract Begin Date	Contract Hours (Full Time = 1440)	Contract Days	Full Time Equivalency (FTE)	Assignment Description	Assignment Code	Percentage	Notes
1113	Example 1	Sally	AA	950	Spirit Academy	Spirit Academy	7/1/2020	1440	180	1	Grade 1	22-01-00-00-000	1	
1114	Example 2	Dave	AA	950	Spirit Academy	Spirit Academy	7/1/2020	1440	180	1	Spanish-first year	03-07-00-00-011	0.33	Assignment adds to 1.0
1114	Example 2	Dave	AA	950	Spirit Academy	Spirit Academy	7/1/2020	1440	180	1	Spanish-second year	03-07-00-00-021	0.33	
1114	Example 2	Dave	AA	950	Spirit Academy	Spirit Academy	7/1/2020	1440	180	1	A.P. Spanish Lit	03-07-00-0085	0.34	
1115	Example 3	Mia	AA	950	Spirit Academy	Spirit Academy	7/1/2020	1000	180	0.75	Chemistry (9-12)	08-03-00-00-001	0.5	Assignment adds to 1.0 even through FTE is .75
1115	Example 3	Mia	AA	950	Spirit Academy	Spirit Academy	7/1/2020	1000	180	0.75	Physics (9-12)	08-06-00-00-020	0.25	
1115	Example 3	Mia	AA	950	Spirit Academy	Spirit Academy	7/1/2020	1000	180	0.75	A.P. Chemistry	08-03-00-00-001	0.25	

**CACTUS ID, Last name and First name must match exactly what is in CACTUS.** Educators who have changed their name must provide proof to USBE. This change can be done by following directions on our [Educator Records and Fingerprints](#) page.

“District Number” and “school numbers” are unique identifiers in CACTUS. Contact Kristin Campbell [Kristin.campbell@schools.utah.gov](mailto:Kristin.campbell@schools.utah.gov) or 801-538-7892 for these numbers. These do not change.

Contract Date is 7/1/2022 unless the educator was hired after November 15, 2022. The school year begins July 1st regardless of the first day of school or if your school is year-round.

Contract Hours and contract days reflect the length of contract. Typically, full time is 1440 hours and 180 days.

Full time equivalency (FTE) is how much of a regular full-time assignment the individual is contracted to do. For example, if someone is contracted for half the school year, his FTE would be 0.5. This would also pertain to an educator who works half the day but all year. This is based on what the school considers full time.

Assignments and the assignment core codes for educators can be found in the private school documents. The core codes must be active and valid. Core codes that are invalid will be rejected and returned. Please use the core short description from the excel spreadsheet. For educators with more than 1 assignment, all the other columns except assignment description, assignment code and percentage are the same. Please see CACTUS ID 1114 and 1115 in the above examples. The percentages for everyone must add to 1.0 even if the educator is working less than full time. Contact Kristin Campbell [Kristin.campbell@schools.utah.gov](mailto:Kristin.campbell@schools.utah.gov) or 801-538-7892 for questions.

After the file is finished please save it with your school name and date. For example: SpiritAcademy\_Sept20\_2022

Previous year spreadsheets can be requested to facilitate this year's submission. Please email requests to [Kristin.campbell@schools.utah.gov](mailto:Kristin.campbell@schools.utah.gov)

### Common Mistakes

Core-codes that are not accurate. Core-codes that end in 000 are not valid core codes. If the core-code is not on the private school core-code list, it cannot be used. Please note some courses change year to year.

### Math Conversion

Course Name	Use Course	Use Core Code
Pre- Algebra	8 <sup>th</sup> Grade Mathematics	07-08-00-00-080
Algebra	Secondary Math I	07-08-00-00-090
Geometry	Secondary Math II	07-08-00-00-100
Algebra II	Secondary Math III	07-08-00-00-110