1.) Select all Staff Assignment records for appropriate School Year and Report Period

2.) Select first/next Staff Assignment record (clear status variables)

3.) Lookup Staff Assignment certification requirements in Staff Assignment Certification Requirement table based on Staff Assignment Code

4.) # of records returned from Staff Assignment Certification Requirement table?

   - 0 (no staff assignment cert rqmts)
   - 1 or multiple

5.) Load certification requirement record(s) into memory

6.) Do a lookup to Staff Certifications table based on Staff ID. Load all staff certification record(s) into memory

7.) # of certification records returned for staff member?

   - 0 (discrepancy Exists)
   - 1 or multiple

8.) Insert record into staff assignment discrepancy table with Staff ID, Staff Assignment Code, School Year, Assignment Date and Status of “No License Found”

Note: When checking licenses check both “regular” licenses and the HOUSSE, etc. endorsement equivalents