Start

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

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

2A1.) Is Staff Assignment Category = Teacher?

2A2.) Does staff member have S (long term sub) or T (short term sub) staff qualification status?

2A3.) Does staff member have current 503 license?

Yes (no discrepancy exists)

No

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?

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?

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"

0 (discrepancy Exists)

0 (no staff assignment cert rqmts)

Go to Step 9 (page 2)

From Page 2

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

Last Revision: 9/18/2019
Staff Assignment License Discrepancy Report Logic

10.) Does staff member have required License Type/Level? No

11.) Set temp status variable to "No Valid License" Yes

12.) Is License Type/Level current? No

13.) Set temp status variable to "License Expired" Yes

14.) Is License Type/Level = Approved, Approved Waiver, Reinstated, Reprimand or Pending? ***

15.) Set temp status variable to certification status (e.g., "License Revoked"***)

16.) Is an Endorsement Required? No

17.) Does staff member have appropriate endorsement attached to License Type/Level? Yes

18.) Set temp status variable to "Lacks Endorsement" No

20.) Do more certification requirement records exist? No

21.) Determine actual status. Hierarchy is:

- Lacks Endorsement
- License Revoked, etc.
- License Expired
- No Valid License

22.) Exit loop, insert record into staff assignment discrepancy table with Staff ID, Staff Assignment Code, School Year, Assignment Date and status variable

Go to Step 2 (page 1)

***Full list of Statuses:

Results in license discrepancy:

- License Revoked
- License Cancelled
- License Suspended
- License Denied
- License Inactive
- License Pending
- Disapproved Waiver
- License Voluntary Surrender
- License Forced Surrender

OK status won't result in license discrepancy:

- Approved Waiver
- Conditional
- Reprimand
- Reinstated
- Ethics Case
- License Case
- Prosecution Pending
- Open Investigation
- Warning