**Instructions for CACTUS Assignments**

CACTUS assignments must be submitted in an Excel or comma delimited (.cvs) file that will be loaded into CACTUS. Below is an example file:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CACTUS ID | Last Name | First Name | District # | School # | School Name | Contract Begin Date | Contract END Date (if early Termination) | Reason for Termination | Contract Hours (Full Time = 1440) | Contract Days (Full time = 180) | Full Time Equivalency (FTE) | Assignment Description | Assignment Code | Percentage | **Note:** |
| 1112 | Example 0 | Bob | AA | 950 | Spirit Academy | 7/1/2023 | 10/30/2023 | Leaving Education | 1440 | 180 | 1 | Grade 1 | 22-01-00-00-000 | 1 |   |
| 1113 | Example 1 | Sally | AA | 950 | Spirit Academy | 7/1/2023 | N/A |   | 1440 | 180 | 1 | Grade 1 | 22-01-00-00-000 | 1 |   |
| 1114 | Example 2 | Dave | AA | 950 | Spirit Academy | 7/1/2023 | N/A |   | 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 | 7/1/2023 | N/A |   | 1440 | 180 | 1 | Spanish-second year | 03-07-00-00-021 | 0.33 |
| 1114 | Example 2 | Dave | AA | 950 | Spirit Academy | 7/1/2023 | N/A |   | 1440 | 180 | 1 | A.P. Spanish Lit | 03-07-00-00-085 | 0.34 |
| 1115 | Example 3 | Mia | AA | 950 | Spirit Academy | 7/1/2023 | N/A |   | 1000 | 180 | 0.75 | Chemistry (9-12) | 08-03-00-00-001 | 0.5 | *Assignment adds to 1.0 even though FTE is .75* |
| 1115 | Example 3 | Mia | AA | 950 | Spirit Academy | 7/1/2023 | N/A |   | 1000 | 180 | 0.75 | Physics (9-12) | 08-06-00-00-020 | 0.25 |
| 1115 | Example 3 | Mia | AA | 950 | Spirit Academy | 7/1/2023 | N/A |   | 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 documentation to USBE. This change can be done by following directions at: <https://schools.utah.gov/licensing/program/records>.

**“District Number” and “school number”** are unique identifiers in CACTUS. Contact Kristin Campbell at kristin.campbell@schools.utah.gov or 801-538-7892 for these numbers. These do not change.

**Contract Date** is 7/1/20\*\* unless the educator was hired after November 15, 20\*\*. The school year begins July 1 regardless of the first day of school or if your school is year-round.

**Contract Hours and contract days** reflect the length of contract for a school year. 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, their FTE would be 0.5. This example would also pertain to an educator who works half the day but all year. The FTE 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** must add to 100% even if the educator is working less than full time. Contact Kristin Campbell for questions.

*Example: Language Arts Grade 7, 25% and Language Arts Grade 8 – 75% = 100% assignment.*

**After the file** is completed, please save it with your school’s name and date*. Example: SpiritAcademy\_Sept12\_2024.*

**Previous year spreadsheets** may be requested to facilitate this year’s submission. Please email requests to Kristin.campbell@schools.utah.gov.

**Termination Reporting:** If an educator leaves before the end of the school year (June 30th), a spreadsheet should be submitted that updates the educator’s Contract Hours/Days and FTE. Include the last date worked and enter the reason for termination: *Career Change, Death, Leaving Education, End of Contract, Funding Reduction, Leave of Absence, Long-term Disability, Relocating out of the LEA, Retirement, Transferring to Another LEA.*

**Common Mistakes**

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

**Math Conversion**

|  |  |  |
| --- | --- | --- |
| Course Name | Use Course | Use Core Code |
| Pre- Algebra | 8th 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 |