MO - MOSIS Course Assignment - FRD

October
2025

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Overview

Summary

The October Course Assignment file along with the October Student Assignment file makes up the October Assignment collection. Together these files collect the assignments and data needed to determine the enrollment counts. The October Course Assignment data file requires a record for every educator assignment (all position codes). This file collects assignments for the entire regular school year. All courses planned for the subsequent semesters of sessions in the school year should have a Course Assignment record, not just those planned for the beginning of the school year. Changes and additions to courses can be made during the school year by resubmitting the files.

The June Summer Course Assignment file along with the June Summer Student Assignment file makes up the June Summer Assignment collection. Together these files collect the assignments and data needed to determine the enrollment counts.

The June Summer Course Assignment file requires a record for every educator assignment of position code 60 (teacher). The reporting period for the June collection is 05/16/2011 – 06/30/2011

Due Dates

Sep 1, 2010 - Oct 15, 2010

Scope and Purpose

Describe the purpose of the report (e.g., to establish funding for a program, etc.)

Privacy statement: Specify if the report displays personally identifying information such as social security numbers and which population is affected (e.g. students or staff).

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Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	The Course Assignment and Student Assignment are collected together as the "Assignment Collection." October Course Assignment requires a record for every educator assignment (all position codes).
R2	In October this file collects 1 or more records for each educator in a given assignment. The Course Assignment file contains an educator's course and assignment data. Along with regular instructional or administrative assignments, both planning time and travel time between buildings are included.
R3	Pull records from the calendar(s) selected in the extract editor regardless of if they are in the active school year.
R4	Any course that has been marked 'Course Exclude' on the course editor will not return a record for the teacher assigned to that course into the report. When Section > Assignment Number textbox = 0, exclude that section from reporting
R1	Items reported include course number, sequence, grade, semester, program code, delivery system, minutes per week, and units of credit.
R2	The educator must be assigned as a Primary Teacher in order to pull for the extract.
R3	If the educator's district assignment Start Date is on or before the State Date in the date range in the extract editor then report the record.
R4	If the Start and End date of the educator's district assignment is within the date range of the extract editor, then report the record.
R5	If the Start Date of the educator's district assignment is on or before the Start Date in the extract editor and the district assignment End Date is after the End Date in the extract editor, then report the record.
R6	If the educator's district assignment Start and End date are after the dates entered in the extract editor then do not report the record.
R7	If the Start and End Dates of the educator's district assignment are before the Start Date in the date range of the extract editor, then do not report the record.

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Report Data Elements

Report Header:

Field Name Required Data Type Notes/Format Details
Record Type Yes VarChar (2) Always 'TH'.
Extract Date Yes VarChar (10) Must have a 'mm/dd/yyyy' format.
Extract Time Yes VarChar (8) Must have a 'hh:mm:ss' format.
Transmission ID Yes VarChar (10) An arbitrary number.
Version Yes VarChar (10) Always '1.0'
Delimiter Yes VarChar (25) Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma).
For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be 'delimiter=0X09'.

#	Data Element	Business Requirement/Business rules	Data Source/ Database Location	Format	Length
005	CollectionVersion	<table><tr><td>Oct</td><td>Dec</td><td>FEB</td><td>Mar</td><td>Apr</td><td>Jun</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> • For the October collection the year will display end year. 1617 school year will display = '2017Oct1. 0CrsAssign' • For the June Cycle, the collection version format will use the Start Year of the summer school calendar **NOT** the End Year. Example: 16171 will display = 2017Jun1. 0SumCrsAssign	System Administration > Calendar >Calendar > End Date Year and hard coded title after year	Text	50

010	CurrentSchoolYear							System Administration>Calendar>School Years>School Year Editor>School Year Detail>End Year	Integer	4
		Oct	**Dec**	**FEB**	**Mar**	**Apr**	**Jun**			

- For the October Cycle use the end year of the calendar selected.
- For the June Cycle use the start year of the summer school calendar selected.

025	ReportingDistrictCode							System Administration>Resources>District Info>State District Number	Text	6
		Oct	**Dec**	**FEB**	**Mar**	**Apr**	**Jun**			

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030	ReportingSchoolCode		Text	6
		<table><tr><td>Oct</td><td>Dec</td><td>FEB</td><td>Mar</td><td>Apr</td><td>Jun</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Report the value 1. First look at *Course > Reporting School Code*, and report from that field if a value exists; 2. If Reporting School Code is NULL, report from *System Administration > Resources > School > State School Number*	• *Course > Reporting School Code* • *System Administration > Resources > School > State School Number* • Report can show up to 6 digits but state will only accept 4 digits		
050	EDSSN	<table><tr><td>Oct</td><td>Dec</td><td>FEB</td><td>Mar</td><td>Apr</td><td>Jun</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Social Security number of the teacher teaching the section of the course.	Census > Person > Demographics > Person Information > Soc Sec Number	Text	9

060	LastName							Legal Last Name on the Identities > Protected Identity Information area for reporting Census > People > Demographics > Last Name	Text	60
		Oct	**Dec**	**FEB**	**Mar**	**Apr**	**Jun**			
		First look to Legal Last Name on the Identities > Protected Identity Information area for reporting If blank, report from Census > People> Demographics > Last Name								
065	FirstName							Legal First Name on the Identities > Protected Identity Information area for reporting Census > People > Demographics > First Name	Text	60
		Oct	**Dec**	**FEB**	**Mar**	**Apr**	**Jun**			
		First look to Legal First Name on the Identities > Protected Identity Information area for reporting If blank, report from Census > People> Demographics > First Name								

070	PosCode		Position Code - MO	Text	2

For row 070, the middle column contains:

Oct	Dec	FEB	Mar	Apr	Jun

Must have an assignment code reported in the extract. Cannot be Null.

1. Report selected Position Code (Course/Section > Section Editor > Position Code)
   a. If Position Code is null, report Assignment Code for Primary Teacher (Census > District Assignments > Employment Assignment Information > Assignment Code)
   b. If both Position Code and Assignment Code are null, report 60.

The right column for 070 contains:

Position Code - MO

Course/Section > Section > Section Editor > Position Code

AND

Census > District Assignments > Employment Assignment Information > Assignment Code

080	CTEProgType		Course > Course Editor > CTE Program Type	Text	4

For row 080, the middle column contains:

Oct	Dec	FEB	Mar	Apr	Jun

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090	AssignNum		Integer	20
			• *Course > Section > Assignment Number* • Course > Section > courseID + sectionID	

For AssignNum (090):

Oct	Dec	FEB	Mar	Apr	Jun

Report the value

1. First look at *Course > Section > Assignment Number,* and report from that field if a value exists;
2. If Assignment Number is NULL, report from the concatenated value of courseID + sectionID

Note:

For users, every assignment must be identified by a course code except pre-kindergarten, kindergarten, and elementary classes in self-contained classrooms. If a teacher has more than one grade in a self-contained elementary classroom or is teaching morning and afternoon pre-kindergarten or kindergarten classes, show as separate assignments.

100	LocCourseNum		Course>Course Editor>Number	Text	12

For LocCourseNum (100):

Oct	Dec	FEB	Mar	Apr	Jun

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110	LocCourseName	Oct	Dec	FEB	Mar	Apr	Jun	Course>Course Editor>Name	Text	60
120	LocSecNum	Oct	Dec	FEB	Mar	Apr	Jun	Course/Sections>Sections>Section Number	Text	6
130	CourseNum	Oct	Dec	FEB	Mar	Apr	Jun	Course>Course Editor>State Code	Text	6

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140	AssignStartDate		New field in Course /Sections>Section>Section Editor>Late Start	Date	10

Oct	Dec	FEB	Mar	Apr	Jun

New field in Course /Sections>Section>Section Editor>Late Start

AND

Course/Section > Staff History > Start Date

AssignStartDate must be specified as mm/dd/yyyy.

AssignStartDate must be a valid date between and including July 1 and June 30 of the calendar selected in the extract editor.
AssignStartDate cannot occur after AssignEndDate.

1. Compare Late Start Date (Course/Section > Section > Section Editor > Late Start) to Start Date (Course/Section > Staff History > Start Date) and report LATEST Start Date.
   a. If only one field has data, report that date.
   b. If BOTH fields are Null, report NULL.

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150	AssignEndDate		Date	10
			New field in Course /Sections>Section>Section Editor>Early End AND Course/Section > Staff History End Date	

For row 150, the middle cell contains:

Oct	Dec	FEB	Mar	Apr	Jun

AssignEndDate must be specified as mm/dd/yyyy.
AssignEndDate must be a valid date between and including July 1 and June 30 of the calendar selected in the extract editor.

1. Compare Early Date (Course/Section > Section > Section Editor > Early End) to End Date (Course/Section > Staff History > Start Date) and report EARLIEST End Date.
   a. If only one field has data, report that date.
   b. If BOTH fields are Null, report NULL.

170	CourseSeqNum		Text	1
			[Sequence - MO](#) New field in Course/Sections > Section > Section Editor > Early End	

For row 170, the middle cell contains:

Oct	Dec	FEB	Mar	Apr	Jun

If only one level of course content is offered, leave SEQ blank.

180	CourseGradeLevel							Course>Course Editor>Grade	Text	2
		Oct	**Dec**	**FEB**	**Mar**	**Apr**	**Jun**			
190	CourseSem							[Semester Code - MO](#) Course/Section>Section Editor>Semester Code	Text	1
		Oct	**Dec**	**FEB**	**Mar**	**Apr**	**Jun**			
		Semester (blank - full year, 1 - first semester, 2 - second semester) else null.								
200	CourseDeliverySys							[Delivery Method - MO](#) Course/Section>Section Editor>Delivery Method	Text	2
		Oct	**Dec**	**FEB**	**Mar**	**Apr**	**Jun**			
		Delivery System. Instructional delivery method else null. If PosCode = 60 and CourseNum begins with 19 and CourseNum Not 193000, 193100, 198600 then CourseDeliverySys must be in CO, IG, SC, LI, H, C0-C9.								

210	CourseProgCode	Report from the Section > Program drop list	1. Report from the Section > Program drop list
			  a. If Section > Program is null, look to the Course > Program drop list and report from there
			  b. If both Section and Course > Program are null, report blank
				Text	2

Oct	Dec	FEB	Mar	Apr	Jun

Report from the Section > Program drop list

  a. If Section > Program is null, look to the Course > Program drop list and report from there
  b. If both Section and Course > Program are null, report blank

1. If CourseProgCode is 03, then school must have a targeted services or schoolwide Title I program:
(Sys Admin> Resources> School> School Detail: Title 1 = 1: Targeted Assistance or 2: School-wide program)
2. If CourseProgCode is 13, then school must have a schoolwide Title I program:
(Sys Admin> Resources> School> School Detail: Title 1 = 2: School-wide program)

220	CourseMins		Calendar>Calendar>Periods>Period Schedule/Periods Editor>PeriodSchedule Info>Period Info	Integer	4

Oct	Dec	FEB	Mar	Apr	Jun

Changed requirements of CourseMins logic to get closer to a true weekly average:

- Passing minutes are excluded for the course and assignment extracts but included in all attendance calculations
- Exclude non-instructional periods
- If the Override field in the Section Editor has a value in it, use that as an override of the calculation
    - The user can enter anything they want in that field and that is what should be extracted

1. Calculate the average weekly course minutes for the course/section separately for each term in which it is scheduled as follows:
    a. For each period schedule in which the course/section is assigned in that term-
        i. To find the total instructional minutes, take the number of instructional minutes per day for the course/section * the number of instructional days to which the period schedule is assigned in the term
        ii. Total instructional minutes / number of weeks in the term (if the term is less than one week, divide by 1) = the average weekly course minutes for that period schedule in that term
    b. Repeat steps 1a-1aii for each period schedule to which the course/section is assigned in that term
    c. Sum the resulting weekly course minutes for each period schedule / number of period schedules in the term to which the course/section is assigned = the average weekly course minutes for that **term**
2. Repeat steps 1-1c for each term in which the course /section is scheduled
3. Sum the average weekly course minutes for each term / number of terms in which the course/section is scheduled
    a. Report the result, rounded to the nearest whole number.

The calculation could be represented:

- For each period schedule
  - (# instructional minutes per day * # instructional days assigned in term) / # week in the term = period schedule weekly minutes
- Repeat period schedule weekly minutes calculation for each period schedule to which the course/section is assigned in that term
- Sum period schedule weekly minutes across all period schedules calculated / # of period schedules calculated = term weekly minutes
- Sum term weekly minutes across all terms calculated / # of terms calculated
  - Report the resulting average in the CourseMins field, rounded to the nearest whole number

Do not return a value for the CourseMins field when in the Extract Editor the selected Reporting Period = June

230	CourseCredit		Credit Level - MO	Number	4

Oct	Dec	FEB	Mar	Apr	Jun

Credit Level - MO

Calculated - Course /Sections>Grading Tasks>Grading Tasks Editor>Course Grading Task Detail>Credit

1. Remove the requirement for a course to have credit assigned to a grading task.
   a. If a course has a Credit Level = HS: High School and no credit is assigned to a grading task, still report the course in the MOSIS Course Assignment.
   b. If a course has a Credit Level = HS: High School and credit is assigned to a grading task, then report the credit in the CourseCredit column of the MOSIS Course Assignment
2. Created a new element on the Course Editor called 'Credit Level'.
3. "Credit Level" will determine what type of credit is assigned to the course.
4. Populate "Credit Level" with the following codes:
   Ele: Elementary School
   MS: Middle School
   HS: High School
5. If "Credit Level" = HS: High School, then the credit assigned to Grading Tasks will be reported.
   CourseCredit is calculated using the Grading Task term mask and credit assigned to the grading task. Each term mask selected will aggregate the credit assigned to the grading task for each term.
   Please Ignore Standards in the Course Credit calculation and only aggregate credit based on the credit assigned to the grading task and term mask.

235	Caseload		Courses>Section>Section Editor>Caseload	Integer	4

Oct	Dec	FEB	Mar	Apr	Jun

- In Census>District Assignment>Employment Assignment Information A District Assignment with position code 60 and a new checkbox called Resource Teacher are selected then report the number of students entered in the Caseload field on the Section of the Course the Teacher is assigned.
- Caseload not allowed for CTE Enrollments
- Caseload must be a positive integer

1. Remove the logic from Caseload that limits the caseload to report for specific course numbers.
   a. Remove logic limiting caseload to report if Course State Code = 195000, 195640 or 198600 AND Course /Section>Section Editor>Delivery Method = CO or IG.
   b. If a Caseload is entered on Course /Seciton>Section>Section Editor>Caseload, then report the caseload for the section of the course in column 235 "Caseload" of the MOSIS Course Assignment extract.

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240	CourseHours		Calculated	Number	6

Oct	Dec	FEB	Mar	Apr	Jun

This is only reported in the new June Cyle of the MOSIS Course Assignment collection. For Summer School Calendars only, calculate the number of instructional hours the course was in session for the summer school period. Add all the minutes of instruction and convert to hours.

When the Method Per Week field on the Section editor has a value, that value is used as an override of the calculation and converted into hours. The number is reduced to the nearest integer that is less than the decimal value.

242	AssignComment		Assignment Comment - MO	Text	70

Course > Section Editor > Assignment Comment

Oct	Dec	FEB	Mar	Apr	Jun

Report any value saved in the field for any course.

245	CombinedCourse		Course > Course Editor >Combined Course	Integer	2

Course > Course Editor > Section

Oct	Dec	FEB	Mar	Apr	Jun

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250	VirtualInstruction		Course > Course Editor Course > Course Editor > Section	text	6

For the VirtualInstruction field:

Oct	Dec	FEB	Mar	Apr	Jun
O					

1. Report from Section > Virtual Instruction when populated
   a. If blank, report from Course >Virtual Instruction
   b. If both section and course blank, report blank

Report Footer:

Field Name Required Data Type Notes/Format Details
Record Type Yes VarChar (2) Always 'TT'.
Transmission ID Yes VarChar (10) An arbitrary number. Should match the Transmission ID in the header record.
Number of Records Yes VarChar (10) Number of records in the file, including the 'TH' and 'TT' records. The value should be left aligned and not have any trailing spaces.

Report Design/layout

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Calculations or Logic

#		
1	Identify the Report Data Elements that use this calculation.	Type calculation or logic requirements here.
2		
3		
4		
5		

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Appendix A - Data Setup

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