

# LCS: K-13 Class Size Report - Official Submission & Unofficial Reporting - FRD

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## **Summary**

The Legislative Class Size Collection (LCS) is a series of reports based on the state's class size requirements. The LCS reports are completed twice a year through the SIS and are for all grade levels. LCS reports are based on data snapshots on the last day of October and the last day of February.

## **Due Dates**

- The Fall snapshot is taken October 31.
- The Spring snapshot is taken the last day of February.

## **Scope and Purpose**

Spring and Fall LCS reports contain the following information:

1. The duties of the teacher for each class in each grade level (K–13) at each school
2. The number of students assigned to each class in each grade level (K–13) at each school
3. The funding source (state, local, federal) for each teacher in each class in each grade level (K–13) at each school

## Functional Requirements

### Reporting Population and Business Rules

FR #	Requirement
1	This report follows all Global Reporting Population and Business Rules, along with the additional Business Rules outlined below.
1.1	Global Reporting Population and Business Rules can be found on the requirements page titled 'Legislative Class Size: Global Reporting Logic, Extract Editor Workflow, Official Submission Workflow, & Special Population Logic FRD'
2	The Class Size Report with K-13 Grade Level Grouping will return one record per report row. Each row represents a Reportable Section as of the selected Effective Date on the Extract Editor.
3	To report, derived Class Grade Level MUST be in K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13
3.1	Class Grade Level is derived base on the majority of Rostered students.
3.2	Should the class contain an equal number of multiple Grade Level students the lowest grade will be used.
4	The report can be generated for official and unofficial reporting purposes.
4.1	Official Submission Details: <ul style="list-style-type: none"> <li>User must select a Snapshot Period of either 'Fall' or 'Spring' <ul style="list-style-type: none"> <li>Choosing either of these Snapshot Periods will automatically populate the Effective Date on the Extract Editor with defaulted dates.</li> </ul> </li> <li>User is required to follow the Official Submission Workflow (which is outlined in the document referenced in FR# 1.1).</li> </ul>
4.2	Unofficial Reporting Details: <ul style="list-style-type: none"> <li>User must select a Snapshot Period of 'Unofficial' <ul style="list-style-type: none"> <li>Choosing this option allows the user to spot check data between official reporting periods.</li> </ul> </li> <li>User must enter an Effective Date on the Extract Editor.</li> </ul>
5	Generated file naming convention will reflect the options selected on the Extract Editor:
5.1	If 'Only Return Classes with 0 students' is <b>NOT</b> checked, the generated name of the file will be as follows:  K13LegislativeClassSize_EffectiveDateMMDDYYYY_SnapshotPeriod.FileFormat
5.2	If 'Only Return Classes with 0 students' <b>IS</b> checked, the generated name of the file will be as follows:  K13LegislativeClassSize_0Rosters_EffectiveDateMMDDYYYY_SnapshotPeriod.FileFormat



6	The sorting of report results will vary based on the number of calendars selected.
6.1	If an individual calendar is selected for report generation, the report results will be sorted by: <ol style="list-style-type: none"><li>1. SchoolNumber</li><li>2. CourseName</li><li>3. SectionNumber</li><li>4. StaffUID</li></ol>
6.2	If multiple calendars are selected for report review, the report results will be sorted by: <ol style="list-style-type: none"><li>1. DistrictNumber</li><li>2. SchoolNumber</li><li>3. CourseName</li><li>4. SectionNumber</li><li>5. StaffUID</li></ol>



Report Data Elements

DE #	Data Element	Business Requirement	Data Source GUI Path	Database Field	Format	Length
		<i>Business Rules</i>				
1	Year	Report the End Year of the selected School Year from the Setup section of the Extract Editor.  <i>Report Calendar.endYear of the calendar(s) selected from the Extract Editor.</i>	Scheduling & Courses > Calendar Set up > School Year Setup	Calendar.endYear	Numeric	4
2	PSUNumber	Report the associated District Number of the school(s) generating the report.  <i>Report District.number of the calendar(s) selected from the Extract Editor.</i>	School & District Settings > District > District Information	District.number	Alphanumeric	3
3	LEAName	Report the District Name of the school(s) generating the report.  <i>Report District.name of the District identified in Data Element #2: PSUNumber.</i>	School & District Settings > District > District Information	District.name	Alpha Characters	



4	SchoolNumber	<p>Report the associated School Number of the school(s) generating the report.</p> <hr/> <p><i>Report School.number of the calendar(s) selected from the Extract Editor.</i></p>	School & District Settings > School > School Information	School.number	Numeric	
5	SchoolName	<p>Report the School Name of the school(s) generating the report.</p> <hr/> <p><i>Report School.name of the School identified in Data Element #4: SchoolNumber.</i></p>	School & District Settings > School > School Information	School.name	Alpha Characters	



6	ClassGradeLevel	<p>Report the Grade Level of the majority of rostered students in the Section.</p> <hr/> <p><i>Report the GradeLevel.stateCode assigned to the majority of student's rostered in the Reportable Section as of the indicated Effective Date.</i></p> <p><i>IF there are an equal number of students in different grades, report the GradeLevel.stateCode of the lowest grade.</i></p> <p><i>IF 'Only return classes with 0 students' has been selected from the Extract Editor, ClassGradeLevel will return as NULL.</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Set up &gt;Grade Level Set up</p>	GradeLevel.stateCode	Alphanumeric	2
7	Department	<p>Report the Department of the Course aligned with the reporting Section of record.</p> <hr/> <p><i>Report CourseMaster.department of the identified Reportable Section.</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Scheduling &gt; Department</p> <p>Grading &amp; Standards &gt; Course Master &gt; Course Master Information &gt; Scheduling &gt; Department</p>	Course.departmentID CourseMaster.department	Alpha Characters	



8	TeacherDuties	<p>Return the concatenated value of Data Element #7: Department and Data Element #6: ClassGradeLevel.</p> <p>NOTE: this is a legislatively mandated field and must be present in the file.</p> <hr/> <p><i>Report CourseMaster.department + GradeLevel.stateCode of the identified reportable section.</i></p> <p><i>IF NO teacher assigned to the Reportable Section meets the criteria of being a Reportable Lead Teacher (Global Reporting Logic # 7 - 7.5),</i></p> <p><i>THEN, Leave Blank</i></p>	N/A	Calculated Value	Alphanumeric	c
9	CourseStateID	<p>Report the Course State Code aligned with the reporting Section of record.</p> <hr/> <p><i>Report Course.stateCode of the identified Reportable Section.</i></p>	Scheduling & Courses > Courses > Course Information	<p>WHERE CourseCode.code EQUALS Course.stateCode</p>	Alphanumeric	c



10	CourseName	<p>Report the State Course Name associated with Data Element #9: CourseStateID.</p> <hr/> <p><i>Report the State Edition published CourseCode.name associated with Course.stateCode of the identified Reportable Section.</i></p>	<p>District Level: Grading &amp; Standards &gt; Grading &amp; Standards Administration &gt; Course Master &gt; Course Name</p> <p>State Level: Scheduling &amp; Courses &gt; Courses &gt; Course Management</p>	<p>CourseCode.name WHERE CourseCode.code EQUALS Course.stateCode</p>	Alphanumeric	c
11	SectionNumber	<p>Report the Section Number aligned with the reporting Section of record.</p> <hr/> <p><i>Report Section.number of the identified Reportable Section.</i></p>	Scheduling & Courses > Courses > Section Information	Section.number	Numeric	



12	StaffUID	<p>Report the Staff State ID of the identified Reportable Lead Teacher.</p> <p>NOTE: Global Reporting Logic # 7 through 7.5 outlines how Reportable Lead Teachers are determined.</p> <hr/> <p><i>Report Person.staffStateID of the identified Reportable Lead Teacher meeting Global Reporting Logic # 7 - 7.5.</i></p> <p><i>IF NO teacher assigned to the Reportable Section meets the criteria of being a Reportable Lead Teacher,</i></p> <p><i>THEN, Leave Blank</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers</p>	Person.staffStateID	Numeric	
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13	LeadTeacher	<p>Report the concatenated Last Name (+) space (+) Middle Initial (+) First Name aligned with Data Element #12: StaffUID.</p> <hr/> <p><i>FOR the identified Person.staffStateID</i></p> <p><i>IF Identity.middleName is NOT NULL</i></p> <p><i>Report Identity.lastName + ' ' + Identity.middleName + ' ' + Identity.firstName of the identified Person.staffStateID.</i></p> <p><i>ELSE IF Identity.middleName is NULL</i></p> <p><i>Report Identity.lastName + ' ' + Identity.firstName of the identified Person.staffStateID.</i></p> <p><i>IF NO teacher assigned to the Reportable Section meets the criteria of being a Reportable Lead Teacher (Global Reporting Logic # 7 - 7.5),</i></p> <p><i>THEN, Leave Blank</i></p>	Census > People > Demographics	<p>Identity.lastName</p> <p>Identity.middleName</p> <p>Identity.firstName</p>	Alpha Characters	
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14	TeacherCount	<p>Report the total number of Qualifying Lead Teachers of the reporting Section of record.</p> <p>NOTE: Global Reporting Logic # 6 - 6.3 outlines how Qualifying Lead Teachers are determined.</p> <hr/> <p><i>COUNT the number of teachers that meet Global Reporting Logic # 6 - 6.3.</i></p> <p><i>IF NO teacher assigned to the Reportable Section meets the criteria of being a Qualifying Lead Teacher,</i></p> <p><i>THEN, Report 0</i></p>	N/A	Calculated Value	Numeric	
15	StudentCount	<p>Report the total number of students that meet Global Reporting Logic # 5 through 5.5, where Data Element #9: CourseStateID and Data Element #11: SectionNumber are the referenced course section of Global Reporting Logic # 5.5.</p> <hr/> <p><i>COUNT the number of students that meet Global Reporting Logic #5 - 5.5.</i></p>	N/A	Calculated Value	Numeric	



16	SnapshotPeriod	<p>Report the Snapshot Period selected on the Extract Editor at the time of report generation.</p> <hr/> <p><i>IF Snapshot Period EQUALS 'Fall,' report 'F'</i></p> <p><i>ELSE IF Snapshot Period EQUALS 'Spring,' report 'S'</i></p> <p><i>ELSE leave NULL</i></p>	N/A	N/A	Alpha Characters	1
17	Submitted	<p>Report whether the official submission has made it through all steps of the Official Report Submission Workflow.</p> <p>These steps can be found on the document referenced in Functional Requirement #1.1.</p> <hr/> <p><i>IF the report has been officially submitted, report 1</i></p> <p><i>ELSE, report 0</i></p>	N/A	N/A	Numeric	1
18	GeneratedBy	<p>Report the SIS Username of last user that generated the report (selecting the 'Generate' button).</p>	User Management > User Account Administration > User Account	UserAccount.username	Alphanumeric	
19	GeneratedTime	<p>Report the timestamp associated with the last report generation (selecting the 'Generate' button).</p>	N/A	N/A	MM/DD/YYYY HH:MM	



20	VerifiedBy	Report the SIS Username of last user that verified the report (selecting the 'Review' button).	User Management > User Account Administration > User Account	UserAccount.username	Alphanumeric	
21	VerifiedTime	Report the timestamp associated with the last report generation (selecting the 'Review' button).	N/A	N/A	MM/DD/YYYY Y HH:MM	
22	EffectiveDate	Report the Effective Date selected/displayed on the Extract Editor at the time of report generation.	N/A	N/A	MM/DD/YYYY Y	

## Version Control

Report versioning information can be found on the requirements document titled 'Legislative Class Size: Global Reporting Logic, Extract Editor Workflow, Official Submission Workflow, & Special Population Logic FRD.'