

LCS: K-13 Program Enhancement Teachers Report - Official Submission & Unofficial Reporting - FRD

- [Summary](#)
 - [Due Dates](#)
 - [Scope and Purpose](#)
 - [LCS FRD Collection](#)
 - [Archived LCS Documents](#)
- [Functional Requirements](#)
 - [Reporting Population and Business Rules](#)
 - [Extract Editor Requirements](#)
 - [Report Data Elements](#)
- [Version Control](#)

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 Program Enhancement Teacher Reports contain the following information:

1. Each program enhancement teacher in grades K–13 at each school. Program Enhancement Classes, are defined as:
 - a. Arts disciplines, including dance, music, theater, and visual arts
 - b. Physical education and health programs
 - c. World languages
2. The funding source for each program enhancement teacher in grades 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 Program Enhancement Teachers Report with K-13 Grade Level Grouping will return one record per report row. Each row represents a Course and Reportable Section as of the selected Effective Date on the Extract Editor.
3	To report, a valid State Course Code must meet one of the following criteria:
3.1	The State Course Code BEGINS with a 5 or 6
3.2	The State Course Code BEGINS with a 1 AND the Department aligned with the course EQUALS World Language
4	Courses that are considered 'Offsite' will NOT be included in the report. Offsite courses can be identified in at least one of the following ways:
4.1	IF dbo.SectionStaffHistory.role EQUALS: <ol style="list-style-type: none"> 1. NCCC: NC Community College, OR 2. VPS: NCVPS
4.2	IF dbo.Section.teachingMethod EQUALS: <ol style="list-style-type: none"> 1. 5: Internet/Virtual School, OR 2. 7: Community/Technical School, OR 3. 11: College/University Class
5	The report can be generated for official and unofficial reporting purposes.
5.1	Official Submission Details: <ul style="list-style-type: none"> • User must select a Snapshot Period of either 'Fall' or 'Spring' <ul style="list-style-type: none"> ◦ Choosing either of these Snapshot Periods will automatically populate the Effective Date on the Extract Editor with defaulted dates. • User is required to follow the Official Submission Workflow (which is outlined in the document referenced in FR# 1.1).



5.2	<p>Unofficial Reporting Details:</p> <ul style="list-style-type: none"> • User must select a Snapshot Period of 'Unofficial' <ul style="list-style-type: none"> ◦ Choosing this option allows the user to spot check data between official reporting periods. • User must enter an Effective Date on the Extract Editor.
6	<p>Generated file naming convention will reflect the options selected on the Extract Editor:</p>
6.1	<p>If 'Only Return Classes with 0 students' is NOT checked, the generated name of the file will be as follows:</p> <p>ProgramEnhancementTeachers_EffectiveDateMMDDYYYY_SnapshotPeriod.FileFormat</p>
6.2	<p>If 'Only Return Classes with 0 students' IS checked, the generated name of the file will be as follows:</p> <p>ProgramEnhancementTeachers_0Rosters_EffectiveDateMMDDYYYY_SnapshotPeriod.FileFormat</p>
7	<p>The sorting of report results will vary based on the number of calendars selected.</p>
7.1	<p>If an individual calendar is selected for report generation, the report results will be sorted by:</p> <ol style="list-style-type: none"> 1. SchoolNumber 2. CourseStateID 3. SectionNumber 4. StaffUID
7.1	<p>If multiple calendars are selected for report review, the report results will be sorted by:</p> <ol style="list-style-type: none"> 1. DistrictNumber 2. SchoolNumber 3. CourseStateID 4. SectionNumber 5. StaffUID



Report Data Elements

DE #	Data Element	Business Requirement	Data Source GUI Path	Database Field	Format	Length
		Business Rules				
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>	<p>School & District Settings > School > School Information</p>	<p>School.number</p>	<p>Numeric</p>	
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>	<p>School & District Settings > School > School Information</p>	<p>School.name</p>	<p>Alpha Characters</p>	
6	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>	<p>Scheduling & Courses > Courses > Course Information</p>	<p>WHERE CourseCode.code EQUALS Course.stateCode</p>	<p>Alphanumeric</p>	

7	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:</p> <p>Grading & Standards > Grading & Standards Administration > Course Master > Course Name</p> <p>State Level:</p> <p>Scheduling & Courses > Courses > Course Management</p>	<p>CourseCode.name</p> <p>WHERE CourseCode.code EQUALS</p> <p>Course.stateCode</p>	Alphanumeric	
8	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>	<p>Scheduling & Courses > Courses > Section Information</p>	Section.number	Numeric	
9	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 > People > Demographics > Person Identifiers</p>	Person.staffStateID	Numeric	



10	LeadTeacher	<p>Report the concatenated Last Name (+) space (+) Middle Initial (+) First Name aligned with Data Element #9: 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>	<p>Census > People > Demographics</p>	<p>Identity.lastName</p> <p>Identity.middleName</p> <p>Identity.firstName</p>	<p>Alpha Characters</p>	
----	-------------	---	---	---	-------------------------	--



11	AdditionalQualifyingLeads	<p>In a comma separated list, report the Staff State ID of any additional Qualifying Lead Teacher(s) assigned to the Reportable Section beyond the Reportable Lead Teacher identified in Data Element #9: StaffUID.</p> <p>NOTE: Global Reporting Logic # 6 through 6.3 outlines how Qualifying Lead Teachers are determined.</p> <hr/> <p><i>Report Person.staffStateID of the identified Qualifying Lead Teacher meeting Global Reporting Logic # 6 - 6.3.</i></p> <p><i>IF more than 1 additional Qualifying Lead Teacher is assigned to the Reportable Section, separate each unique Person.staffStateID by a comma.</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, Leave Blank</i></p>	Census > People > Demographics > Person Identifiers	Person.staffStateID	Numeric	
12	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

13	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
14	GeneratedBy	Report the SIS Username of last user that generated the report (selecting the 'Generate' button).	User Management > User Account Administration > User Account	UserAccount.username	Alphanumeric	
15	GeneratedTime	Report the timestamp associated with the last report generation (selecting the 'Generate' button).	N/A	N/A	MM/DD/YYYY HH:MM	
16	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	
17	VerifiedTime	Report the timestamp associated with the last report generation (selecting the 'Review' button).	N/A	N/A	MM/DD/YYYY HH:MM	



18	EffectiveDate	Report the Effective Date selected/displayed on the Extract Editor at the time of report generation.	N/A	N/A	MM/DD/YYYY	
----	---------------	--	-----	-----	------------	--

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.'