

LCS: K-3 & 4-8 Class Size Average 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

The PSU-wide class size average is the number of students in the PSU in a standard language arts class for the grade (excluding EC separate setting classes) divided by the number of lead teachers (teachers of record) assigned to the standard language arts class for that grade. The average is rounded to the nearest whole number. Lead teachers (teachers of record) have equal responsibility for all the students in the class. Lead teachers do not include pull-out teachers, teachers who work with selected students, or teacher assistants.

Functional Requirements

Reporting Population and Business Rules

| FR # | Requirement |
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| 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 | Special Reporting Population Logic applies to this report by Grade Level Grouping. Detailed logic can be found in the requirements page referenced in FR# 1.1. |
| 2.1 | Applicable logic for Grade Level Grouping = K-3: <ol style="list-style-type: none"> 1. Dual Language Immersion 2. Pull-out Sections 3. Combined Classes |
| 2.2 | Applicable logic for Grade Level Grouping = 4-8 <ol style="list-style-type: none"> 1. Pull-out Sections 2. Combined Classes |
| 3 | The Class Size Average Report with K-3 or 4-8 Grade Level Grouping will return one course per report row (per school if multiple schools are selected from the Extract Editor) as of the selected Effective Date on the Extract Editor. Each row represents a summation and averaging of section data per unique course identified in the Class Size Report of equal Grade Level Grouping. |
| 3.1 | All Functional Requirements from the 'LCS: K-3 & 4-8 Class Size Report - Unofficial Reporting - FRD' apply to this report. |
| 3.2 | Logic applied to the following Data Elements of the 'LCS: K-3 & 4-8 Class Size Report - Unofficial Reporting - FRD' apply to this report: <ul style="list-style-type: none"> • Data Element #6: ClassGradeLevel • Data Element #14: TeacherCount • Data Element #15: StudentCount |
| 4 | The report can be generated for official and unofficial reporting purposes by Grade Level Grouping |



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| 4.1 | <p>Official Submission Details:</p> <ul style="list-style-type: none"> • Official Submission is only possible with the Grade Level Grouping = K-3 • 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). |
| 4.2 | <p>Unofficial Reporting Details:</p> <ul style="list-style-type: none"> • Unofficial Reporting is available for both Grade Level Groupings K-3 and 4-8. • 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. |
| 5 | <p>Generated file naming convention will reflect the options selected on the Extract Editor per Grade Level Grouping:</p> |
| 5.1 | <ul style="list-style-type: none"> • Grade Level Grouping = K-3: K3ClassSizeAverage_EffectiveDateMMDDYYYY_SnapshotPeriod.FileFormat • Grade Level Grouping = 4-8: 48ClassSizeAverage_EffectiveDateMMDDYYYY_SnapshotPeriod.FileFormat |
| 6 | <p>The sorting of report results will vary based on the number of calendars selected.</p> |
| 6.1 | <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. ClassGradeLevel |
| 6.2 | <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. ClassGradeLevel |



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 digits |
| 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 digits |
| 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 | |



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|---|--------------|--|---|---------------|------------------|--|
| 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> | 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> | <p>School & District Settings > School > School Information</p> | School.name | Alpha Characters | |



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|---|-----------------|---|--|--|--------------|----------|
| 6 | ClassGradeLevel | <p>From the Class Size Report with comparable Grade Level Grouping:</p> <p>Report the unique Class Grade Level based on the CourseStateID.</p> <hr/> <p><i>IF Grade Level Grouping = K-3, then report:</i></p> <ul style="list-style-type: none"> • <i>KG for Course State Code = 10502Z0</i> • <i>01 for Course State Code = 10512Z0</i> • <i>02 for Course State Code = 10522Z0</i> • <i>03 for Course State Code = 10532Z0</i> <p><i>IF Grade Level Grouping = 4-8, then report:</i></p> <ul style="list-style-type: none"> • <i>04 for Course State Code = 10542Z0</i> • <i>05 for Course State Code = 10552Z0</i> • <i>06 for Course State Code = 10562Y0</i> • <i>07 for Course State Code = 10572Y0</i> • <i>08 for Course State Code = 10582Y0</i> | Scheduling & Courses > Calendar Set up >Grade Level Set up | WHERE CourseCode.code EQUALS Course.stateCode | Alphanumeric | 2 digits |
| 7 | LeadCount | <p>From the Class Size Report with comparable Grade Level Grouping:</p> <p>SUM the TeacherCount column for all Reportable Sections aligned with the State Course Code used to identify Data Element #6: ClassGradeLevel.</p> | N/A | Calculated | Numeric | |



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|----|------------------------|--|-----|------------|---------|--|
| 8 | CalculatedSectionCount | <p>From the Class Size Report with comparable Grade Level Grouping:</p> <p>COUNT the total number of reported Sections that have a Course State Code that aligns with the ClassGradeLevel identified in Data Element #6.</p> <p>NOTE: This count WILL include Reportable Sections that don't have assigned Qualifying Lead Teacher(s).</p> | N/A | Calculated | Numeric | |
| 9 | NumberStudents | <p>From the Class Size Report with comparable Grade Level Grouping:</p> <p>SUM the StudentCount column for all Sections identified in Data Element #8: CalculatedSectionCount.</p> | N/A | Calculated | Numeric | |
| 10 | ClassSize | <p>Complete the following calculation:</p> <p>Divide Data Element #9: NumberStudents by Data Element#7: LeadCount.</p> | N/A | Calculated | Numeric | |



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|----|----------------|---|-----|------------|------------------|---|
| 11 | ClassSizeError | <p>IF Data Element #10: ClassSize is Blank.</p> <p>Display the following message: 'No Teacher Assigned'</p> <p>ELSE</p> <p>Leave Blank.</p> <p>NOTE: This column will only be available at the District Level.</p> | N/A | Calculated | Alpha Characters | |
| 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 |



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| 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 | |



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