MCCC Staff Course Record (Minnesota)

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[Report Logic](#) | [Report Layout](#)

Tool Search: MCCC Extracts

The Minnesota Common Course Catalog (MCCC) is a course classification system designed to provide uniform information about courses administered in Minnesota schools. The MCCC Staff Course Record Extract collects staff and course information for courses aligned to the MCCC.

MCCC Staff Course Record Extract Editor

Staff Course Record - XML

Staff Course Record - CSV

Staff Course Record - HTML

Report Logic

Logic applies to K-12 and Early Education except where noted:

- Only generates when the associated State Code (SCED Subject Area) is:
  - lower than '81' (K-12)
  - '81' or higher (Early Education)
- Reports all Primary Teachers and Teachers scheduled into sections in the primary term schedule within the Date Range of the extract editor from selected calendars.
  - The primary Term Schedule's Term start/end dates are used to determine the reporting population.
- Course must be marked Active and have a SCED Course Identifier to report.
- Section Staff are NOT reported
- Staff members marked 'Not State Reported' do NOT report.
- Reports a single record per section. Each staff assigned to the course reports in an instance of the 'StaffRecord' section per 'CourseSectionRecord'.
- If **Report District Wide** is marked on the extract editor, all calendars report unless marked State Exclude.
- If **Inactive Courses** is marked, all sections report regardless of roster.
- Does not report for course when course is marked 'State Report Exclude' on the course editor.
- **File Naming Convention:** MCCCStaffCourseRecord_StateDistrictNumberType.xml
- If the **Exclude Cross-Site Data** checkbox is marked, information from cross-site sections and courses is **not** included in the report.

For guidance in validating the XML file against your state's schema using a free, third-party program, see the Validating an XML File Against a Schema File article.

Report Layout

Element	Description and Format	Location

Element	Description and Format	Location
Unit Number	The unique four-digit number assigned to the district. *Numeric, 4 digits*	System Administration > Resources > District Information > State District Number District.number
Unit Type	The Minnesota Department of Education assigned two-digit district type code. *Numeric, 2 digits*	System Administration > Resources > District Information > Type District.Type
Year	The reporting year. The 2022-2023 school year reports as 2023. *Date Field, 4 characters YYYY*	System Administration > Calendar > School Years > End Year Calendar.endYear
District Wide	If Report District Wide is selected, reports as 000. *Numeric, 3 digits*	MN State Reporting > MCCC Extracts > Staff Course Record > Report District Wide Not dynamically stored
Site Number	The unique three-digit number assigned to the school by the Minnesota Department of Education. *Numeric, 3 digits*	System Administration > Resources > School > State School Number School.number
Vendor Name	Reports the vendor name, such as Infinite Campus. *Alphanumeric*	Not dynamically stored
Academic Year Number	The unique number assigned to the academic year by the Minnesota Department of Education. *Numeric, 3 digits*	System Administration > Calendar > School Years > MCCC Year ID SchoolYear.stateGeneratedYearID
Calendar Number	The unique number assigned to the calendar by the Minnesota Department of Education. *Numeric, 3 digits*	System Administration > Calendar > Schedule Structure > MCCC Calendar/Schedule ID Calendar.number

Element	Description and Format	Location
Term Type	The term in which the district or school uses to schedule courses. See the Term Type & Term Number Logic for options. *Alphanumeric, 2 digits*	System Administration > Calendar > Calendar > Terms > Term Type Term.stateCode
Term Number	The number assigned to the term in which the course occurs. See the Term Type & Term Number Logic for options. Otherwise, report Term Sequence *Numeric, 2 digits*	System Administration > Calendar > Calendar > Terms > Sequence Term.seq
Local Course Code	The alphanumeric identifier used by the district or school to uniquely identify each course in the local curriculum. *Alphanumeric*	Scheduling > Courses > Course > Course Number Course.number
Section Code	The local code that identifies a particular section of a course that a teacher teaches a student takes. Reports the Section Number - the CalendarID. Example: 20-123	Scheduling > Courses > Course > Section Section.number Calendar.calendarID
Period Number	The number corresponding with the period in which the course is offered. If a course is offered more than one period, then more than one XML record must be submitted. If Fixed Period Indicator is false, reports as null. Reports as 99 if the section is scheduled on rotating days in multiple period schedules with scheduled periods that do not match (such as period 1 on day A and period 2 on day B). *Numeric, 2 digits*	Scheduling > Courses > Course > Periods Course.periods

Element	Description and Format	Location
Marking Indicator	For K-12 records, this field reports as **true** if the course is attached to a grading task marked as State Reported and Final. Otherwise reports as **false**. For Early Ed records, reports as **false**. *Alphanumeric, 5 characters*	Not Dynamically Stored
Instruction Method Type	Indicates the instruction delivery method being used for the course. Reports the 'Instruction Method Override' code value saved on the Section tab. - If no code value exists in the section override field, reports the code value saved in 'Instruction Method / EE Location' on the Course level - Reports default value 'CR' if no value is entered in "Instruction Method / EE Location" on the Course level See the Instruction Method Codes for options. *Alphanumeric, 4 characters*	Course > Instruction Method Course > Section > Instruction Method Override Course.teachingMethod Section.teachingMethod
Instruction Language Type	The non-English language in which the course is taught. If Null or 011, reports as blank. *Numeric, 3 digits*	Scheduling > Courses > Course > Instruction Language Course.instructionLanguage

Element	Description and Format	Location

Instruction Minutes Per Term	Reports the average SUM of period minutes in the section per term.
	1. Determining Term period minutes (sum all period minutes that occur on days marked as "Instruction" between the term start and end date)
	   ○ Reports the value from Section Period Minutes Override
	   ○ Otherwise, if Section Period Minutes Override is NULL, reports scheduled Period Minutes * Number of Instructional Days that match the period schedule that the section is associated with (section schedule placement)
	   ○ If Section Period Minutes is ≤ 1 , Report '1'
	
	*Scheduling into multiple period schedules with rotating periods should be considered.
		course > section > Period Minutes Override
		
		Section.periodMinutesOverride or calculated

Fixed Period Indicator	Indicates if the course section meets in a fixed time slot. • If section is scheduled on rotating days in multiple period schedules with scheduled periods that do not match, False reports. • Else, True reports. *Alphanumeric, 5 characters*	Scheduling > Courses > Course > Section Schedule Placement Course.schedules

Element	Description and Format	Location

File Folder Number	The folder number/license number of the educator teaching the course section.
	
	1. Report Primary Teacher and Teachers.
	2. If Role = Not State Reported, do NOT report the staff member.
	3. Do NOT report Section Staff members.
	4. Ensure staff member's has taught at least one day in the term reported.
	    1. If the Start Date within Term, No End Date, can be applied to all terms going forward where start date occurred.
	    2. If the Start Date and End Date are not null, apply to terms where the staff range falls into term(s)
	    3. If the Start Date and End Date is NULL, report for ALL terms.
	5. Reporting License Number
	    1. Report credential License Number. If more than one license is found, report from the most recent within the date range where License Number is not blank.
	    2. If no credential found, report employment License Number.
	
	Numeric, 7 digits
		SIS Only:
		Census > Credentials > Credential Type = LC Licensure/Certification > License Number
		OR
		Census > District Employment > Employment Record > License Number
		
		HR Enabled Sites report from Personnel Master > Qualifications > Category: LCL Licensure/Certification > Type: License > Number
		
		EmploymentCredential.licenseType
		OR
		Employment.licenseNumber

Teacher Of Record Indicator	Indicates whether the educator is responsible for awarding credit for the section. 1. Report Primary Teacher = true. 2. Teacher - If teacher has a Role = Teacher of Record, report true. 3. Otherwise, report False. *Alphanumeric, 5 characters*	Schedule > Courses > Course > Section > Staff History > Role SectionStaffHistory.role

Instruction Method Codes

Code	Type	Definition	K-8 or 9-12 Usage
CR	Classroom	Instruction is predominately face-to-face in a classroom setting; internet and other instructional management systems maybe employed to track grades, assignments and homework.	Both
CS	Classroom Self-Contained	Instruction is delivered by a single teacher and is predominately face-to-face in a classroom setting; internet maybe used as an instructional tool. Management systems maybe employed to track grades, assignments and homework.	Both
CT	Classroom Team	Instruction is delivered by multiple teachers assigned to a single or multiple grade levels or content areas.	Both
CC	Classroom Collaborative	External and/or internal instructional leaders model lessons, observer and coach classroom teachers; often a purchased instructional program with substantial teacher professional development may be associated with a college or university.	Both
CL	Classroom Looped	One or more teachers continue instruction with a group of students through two or more grade levels.	Both
CO	Completely Online	All instruction is delivered online. This designation has no required face-to-face meetings. A student may arrange meetings with small groups of classmates or the instructor.	Both
CP	Computer Program	All instruction is delivered through a computer program which may be online or from a CD-ROM.	Both
DL	Distance Learning	Distance Learning (other than online)	Both
ITVS	ITV Sending	Interactive live video course. This designation denotes the section where the instructor is present.	Both
ITVR	ITV Receiving	Interactive live video course. This designation denotes the section in which students receive the course via ITV.	Both
BH	Blended/Hybrid	This designation denotes reduced classroom seat time and some instruction delivered online. This designation blends online and face-to-face delivery.	Both
G	Guided	Teacher acts as guide or mentor to student independent work. Use this designation for scheduled courses classified according to the MCCC as Independent Study.	Both

Code	Type	Definition	K-8 or 9-12 Usage
EE	Early Education	Default all Early Education Courses to this value to satisfy business rules. (EE Instructional Approach is used to describe instructional method better for Early Education.)	Early Education
SL	Supplemental	Use this designation for online courses that can be taken to replace courses offered in the enrolling district. One specific use is by state-approved online providers to indicate supplemental online courses. **This code will be deprecated in 2023-24.**	Both
DFSL	District Funded Supplemental	District funded supplemental courses.	Both
SFSL	State Funded Supplemental	State funded supplemental courses.	Both

Term Type and Term Number Logic

Term Type	Term Number	Logic
Y	1	Section is taught in all terms in the term schedule.
S	1	Section is taught in the first 2 of 4 terms, the first 3 of 6 terms, the first 4 of 8 terms, or the first 5 of 10 terms.
S	2	Section is taught in any of the following scenarios: • 2 terms out of 4, ending with the 3rd or 4th term. • 3 terms out of 6, ending with the 4th, 5th or 6th term. • 4 terms out of 8, ending with the 5th, 6th, 7th, or 8th term. • 5 terms out of 10, ending with the 6th, 7th, 8th, 9th, or 10th.
SU	Last term section meets	Term Type is SU
State Code of latest Term of Section	Sequence of latest Term of Section	Any other scenario

Early Education Sub Report Layout

Element	Description and Format	Location

Element	Description and Format	Location
Unit Number	The unique four-digit number assigned to the district. *Numeric, 4 digits*	System Administration > Resources > District Information > State District Number District.number
Unit Type	The Minnesota Department of Education assigned two-digit district type code. *Numeric, 2 digits*	System Administration > Resources > District Information > Type District.Type
Year	The reporting year. The 2022-2023 school year reports as 2023. *Date Field, 4 characters YYYY*	System Administration > Calendar > School Years > End Year Calendar.endYear
District Wide	If Report District Wide is selected, reports as 000. *Numeric, 3 digits*	MN State Reporting > MCCC Extracts > Staff Course Record > Report District Wide Not dynamically stored
Site Number	The unique three-digit number assigned to the school by the Minnesota Department of Education. *Numeric, 3 digits*	System Administration > Resources > School > State School Number School.number
Vendor Name	Reports the vendor name, such as Infinite Campus. *Alphanumeric*	Not dynamically stored
Site Number	Identifies the course as District-wide (reports 000) or associated with a specific school (reports MDE School Code). *Numeric, 3 digits*	System Administration > Resources > School > State School Number School.number
Academic Year Number	The unique number assigned to the academic year by the Minnesota Department of Education. *Numeric, 3 digits*	System Administration > Calendar > School Years > MCCC Year ID SchoolYear.stateGeneratedYearID
Calendar Number	The unique number assigned to the calendar by the Minnesota Department of Education. *Numeric, 3 digits*	System Administration > Calendar > Schedule Structure > MCCC Schedule ID Calendar.number

Element	Description and Format	Location
Term Type	The term in which the district or school uses to schedule courses. See the Term Type & Term Number Logic for options. *Alphanumeric, 2 characters*	System Administration > Calendar > Calendar > Terms > Term Type Term.stateCode
Term Number	The number assigned to the term in which the course occurs. Comes from the MDE Vendor_Export. See the Term Type & Term Number Logic for options. *Numeric, 2 digits*	System Administration > Calendar > Calendar > Terms > Sequence Term.seq
Local Course Code	The alphanumeric identifier used by the district or school to uniquely identify each course in the local curriculum. *Alphanumeric*	Scheduling > Courses > Course > Course Number Course.number
Section Code	The local code that identifies a particular section of a course that a teacher teaches a student takes. Reports the Section Number - the CalendarID. Example: 20-123 *Numeric*	Scheduling > Courses > Course > Section Section.number Calendar.calendarID
Period Number	The number corresponding with the period in which the course is offered. If a course is offered more than one period, then more than one XML record must be submitted. If Fixed Period Indicator is false, reports as null. Reports as 99 if the section is scheduled on rotating days in multiple period schedules with scheduled periods that do not match (such as period 1 on day A and period 2 on day B). *Numeric, 2 digits*	Scheduling > Courses > Course > Periods Course.periods
Marking Indicator	Reports as False	NA

Element	Description and Format	Location
Instruction Method Type	Indicates the instruction delivery method being used for the course. Reports the 'Instruction Method Override' code value saved on the Section tab. • If no code value exists in the section override field, reports the code value saved in 'Instruction Method / EE Location' on the Course level ○ Reports default value 'CR' if no value is entered in "Instruction Method / EE Location" on the Course level See the Instruction Method Codes for options. *Alphanumeric, 4 characters*	Course > Instruction Method Course > Section > Instruction Method Override Course.teachingMethod Section.teachingMethod
Instruction Language Type	The language in which the course is taught. If Null or 011, reports as blank. *Numeric, 3 digits*	Scheduling > Courses > Course > Instruction Language Course.instructionLanguage

Element	Description and Format	Location

Instruction Minutes Per Term	The number of minutes of scheduled student instruction provided in the course section.
	
	Reports average SUM of period minutes in the section per term.
	• Determining Term period minutes (sum all period minutes that occur on days marked as "Instruction" between the term start and end date)
	   1. Reports Section Period Minutes Override * Instructional Days divided by the number of terms from the term schedule associated with the calendar
	   2. If Section Period Minutes Override is NULL, reports scheduled Period Minutes * Instructional Days divided by the number of terms from the term schedule associated with the calendar
	   3. If Section Period Minutes is ≤ 1 , Report '1'
	• Scheduling into multiple period schedules with rotating periods should be considered.
		Course > Section > Period Minutes
		
		Section.periodMinutesOverride

Fixed Period Indicator	Indicates if the course section meets in a fixed time slot. • If section is scheduled on rotating days in multiple period schedules with scheduled periods that do not match, False reports. • Else, True reports. *Alphanumeric, 5 characters*	Scheduling > Courses > Course > Section Schedule Placement Course.schedules

Element	Description and Format	Location

File Folder Number	The folder number/license number of the educator
	
	• Report Primary Teacher and Teachers.
	• If Role = Not State Reported, do NOT report the staff member.
	• Do NOT report Section Staff members. Ensure staff member's has taught at least one day in the term reported.
	  1. Start Date within Term, No End Date, can be applied to all terms going forward where start date occurred.
	  2. If Start Date and End Date are not null, apply to terms where the staff range falls into term(s)
	  3. If Start Date and End Date is NULL, report for ALL terms. Reporting License Number 1. Report credential License Number. If more than one license is found, report from the most recent within the date range.
	    ▪ If no credential found, report employment License Number.
		SIS only Districts
		Census > Staff > District Employment > License Number
		OR
		Census > Staff > Credentials > Credential Type= LC (License/Certification) > License Number
		
		HR-enabled Districts
		Personnel Master > Qualifications > Category= Licensure/Certification > Type: License > Number.
		
		EmploymentCredential.licenseType
		OR
		Employment.licenseNumber

Teacher Of Record Indicator	Indicates whether the educator is responsible for awarding credit for the section. 1. Report Primary Teacher = true. 2. Teacher - If teacher has a Role = Teacher of Record, report true. Else report False. *Alphanumeric, 5 characters*	Schedule > Courses > Course > Section > Staff History > Role SectionStaffHistory.role

Element	Description and Format	Location
EE Instructional Approach Code	Code indicating the Early Education Instructional Approach. Reports the Value entered for the Inst. Approach and Implementation. If null, reports the default value if entered. Otherwise reports as NONE. *Alphanumeric, 5 characters*	Scheduling > Courses > Course > Inst. Approach and Implementation Course.eeInstApproachAndImp
Implementation Code	Reports the Standard Code for the Inst. Approach and Implementation. If null, reports the default value if entered. Otherwise reports as X. *Alphanumeric, 5 characters*	Scheduling > Courses > Course > Inst. Approach and Implementation Course.eeInstApproachAndImp
Site Based Initiative	Reports the Site-Based Initiative/Impl Override value from the Section, or the Site-Based Initiative and Impl. from the Course if null. *Alphanumeric, 5 characters*	Scheduling > Courses > Section > Site-Based Initiative/Impl Override; Course > Site-Based Initiative/Impl Section.eeSiteBasedInitOverride Course.eeSiteBasedInitAndImp
Site Based Initiative Code	Code indicating the Site-Based Initiative that the course section is a part of. Reports the Value entered for the Site-Based Initiative/Impl Override on the Section, if entered, or the Site-Based Initiative and Impl. from the Course if null. If both are null, reports the default value if entered. Otherwise reports as NONE. *Alphanumeric, 5 characters*	Scheduling > Courses > Section > Site-Based Initiative/Impl Override; Course > Site-Based Initiative/Impl Section.eeSiteBasedInitOverride Course.eeSiteBasedInitAndImp
Implementation Code	Reports the Standard Code entered for the Site-Based Initiative/Impl Override on the Section, if entered, or the Site-Based Initiative and Impl. from the Course if null. If both are null, reports the default value if entered. Otherwise reports as X. *Alphanumeric, 5 characters*	Scheduling > Courses > Section > Site-Based Initiative/Impl Override; Course > Site-Based Initiative/Impl Section.eeSiteBasedInitOverride Course.eeSiteBasedInitAndImp