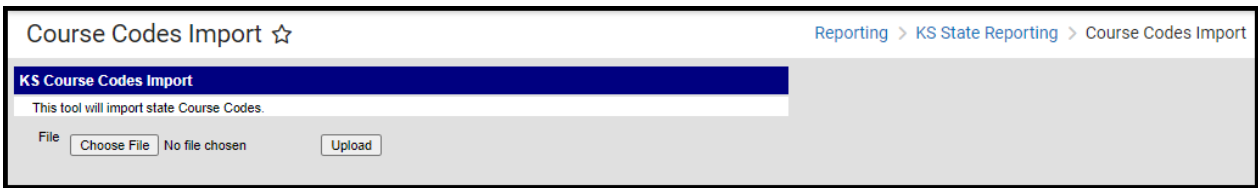# Course Codes Import (Kansas)

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [Upload a Course Import File](#) | [Import File Layout](#)

Tool Search: Course Codes Import

The Course Codes Import File provides the state with the ability to maintain longitudinal student records electronically, transmit course taking information from one student information system to another, meet reporting requirements, reduce the cost and burden of transcript studies and use course taking information in research and evaluation of student outcomes.

Report Logic

One unique record per course is included in each import file.

Districts need to establish Local Subject Area Codes prior to creating this file. That Subject Area Code is then assigned to the course.

Upload a Course Import File

1. Locate the file from the state to be uploaded by clicking the **Browse** button. The file must be in tab delimited format.
2. When found, click the **Upload** button. The courses will import and a Results displays, listing any issues that were encountered with the import and successful course changes.

The following information is imported to the [Course](#) tab.

- Qualified Admissions - Q (meets the standards for Qualified Admissions), E (meets the standards for an "Elective" Qualified Admissions), or N (does not meet the standards for Qualified Admissions)
- State Subject Code - Imports to the Subject Area Code and the State Code Field
- State Course Identifier - Data imports to the State Code field
- State Course Title - Data imports to the Course Name field
- State Course Descriptor - Data imports to the Comments field

Import File Layout

Field	Description	Location

Field	Description	Location
District ID	Data is not imported. Reports the state-assigned district number. *Numeric, 5 digits*	District Information > State District Number
Local Subject Area	Data is not imported. Reports the description of district-assigned course subject area code. *Alphanumeric, 100 characters*	Course > Custom Data Elements > Local Subject Area Code
Local Subject Area Code	Data is not imported. Reports the code of the district-assigned course subject area code. *Alphanumeric, 2 characters*	Course > Custom Data Elements > Local Subject Area Code
Local Course Identifier	Data is not imported. District-assigned course number. This field is used for validation purposes with the State Course Identifier. *Alphanumeric, 20 characters*	Scheduling > Course > Course > Number
Local Course Title	Data is not imported. District-assigned name of the course. *Alphanumeric, 100 characters*	Scheduling > Courses > Course > Name
Local Course Descriptor	Data is not imported. Text entry on the course editor's Description field, providing a summary of the course and what the students are taught and perhaps identifying curriculum. *Alphanumeric, 2000 characters*	Scheduling > Courses > Course > Description

Field	Description	Location
Course Level	Indicates the academic rigor of the course. Options are: • B - Basic/Remedial • G - General (default value) • E - Enriched/Advanced • H - Honors • X - no specified level of rigor Any existing data is overwritten in this field, based on the most recent import. *Alphanumeric, 1 character*	Scheduling > Courses > Course > Course Level
Credits	Data is not imported. Reports the calculated number of credits from the grading task. Any value over 9.99 reports as 9.99. *Numeric, 3 digits (X.XX)*	Scheduling > Courses > Course > Grade Tasks
Sequence	Total number of courses in a sequence of courses. For example, a Wood Shop course may have two parts and the first part taken is Sequence 1, and a Sequence Total of 2. *Numeric, 1 character*	Scheduling > Courses > Course > Sequence
Sequence Total	Reflects the total number of classes the sequence officers. *Numeric, 1 character*	Scheduling > Courses > Course > Sequence Total
Grade Level	State grade level for which the class is taught. Any existing data is overwritten in this field, based on the most recent import. *Alphanumeric, 2 characters*	System Administration > Calendar > Calendar > Grade Level

Field	Description	Location
Targeted Program	Reports the targeted program identifier. Options are: • S - Special Ed • E - ESOL • G - General (default value) • M - Migrant • A - At Risk Any existing data is overwritten in this field, based on the most recent import. *Alphanumeric, 1 character*	Scheduling > Courses > Course > Targeted Program
Delivery Type	Indicates how the curriculum was delivered to the student. Options are: • V - Virtual • D - Distance • G - General (default value) • M - Self-contained Multi • S - Self-contained Single Any existing data is overwritten in this field, based on the most recent import. *Alphanumeric, 1 character*	Scheduling > Courses > Course > Delivery Type
College/Career Type	Reports the College/Career Type. Options are: • N: Not dual credit **(Default Value)** • D: Dual credit • F: CTE credit funded in an approved program • X: CTE credit not funded in an approved program • C: CTE approved program/college cred • L: CTE not funded in approved program/college cred • E: CTE Explore course not funded in approved program Any existing data is overwritten in this field, based on the most recent import. *Alphanumeric, 1 character*	Scheduling > Courses > Course > College/Career Type
Qualified Admissions Year	Data is not imported.	N/A

Field	Description	Location
Qualified Admissions	State designation of whether or not a given course meets the guidelines for Qualified Admissions Status. Value cannot be modified from the course tab; it is only updated via the Course Codes Import. *Alphanumeric, 1 character*	Scheduling > Courses > Course Information > Qualified Admissions
State Subject Area	Data is not imported. Imports the standardized course subject code descriptions for high school, middle school and/or elementary schools. *Alphanumeric, 100 characters*	Scheduling > Courses > Course Information > Subject Area Code
State Subject Code	Imports the standardized course subject codes for high school, middle school and/or elementary schools. *Numeric, 2 digits*	Scheduling > Courses > Course Information > Subject Area Code
State Course Identifier	Imports the last three digits from the State Code. *Numeric, 3 digits*	Scheduling > Courses > Course > State Code
State Course Title	Imports the state course title. *Alphanumeric, no character limit*	Scheduling > Courses > Course Information > State Course Title
State Course Descriptor	Imports the district's description of the course. *Alphanumeric, no character limit*	Scheduling > Courses > Course Information > Comments
Effective Date	Data is not imported.	N/A
Expiration Date	Data is not imported.	N/A