LEAD Extract (Kentucky)

Last Modified on 05/14/2025 10:07 am CDT

As of Release Pack .2235, this extract has been deprecated

PATH: *KY State Reporting > LEAD Extract*

Search Term: *LEAD Extract*

The LEAD Extract lists course and teacher data. Course information is pulled from Scheduling, and teacher information is pulled from Census. The LEAD extract has two due dates to the Kentucky Department of Education (KDE). The Fall LEAD is due November 1 and the Spring LEAD is due March 1.

This article includes the following topics:

- Report Logic
- LEAD Extract Editor Options
- Generating the LEAD Extract
  - Warning/Error Messages
  - Report Layout
- Census Data Elements for LEAD
  - Scheduling Data Elements for LEAD

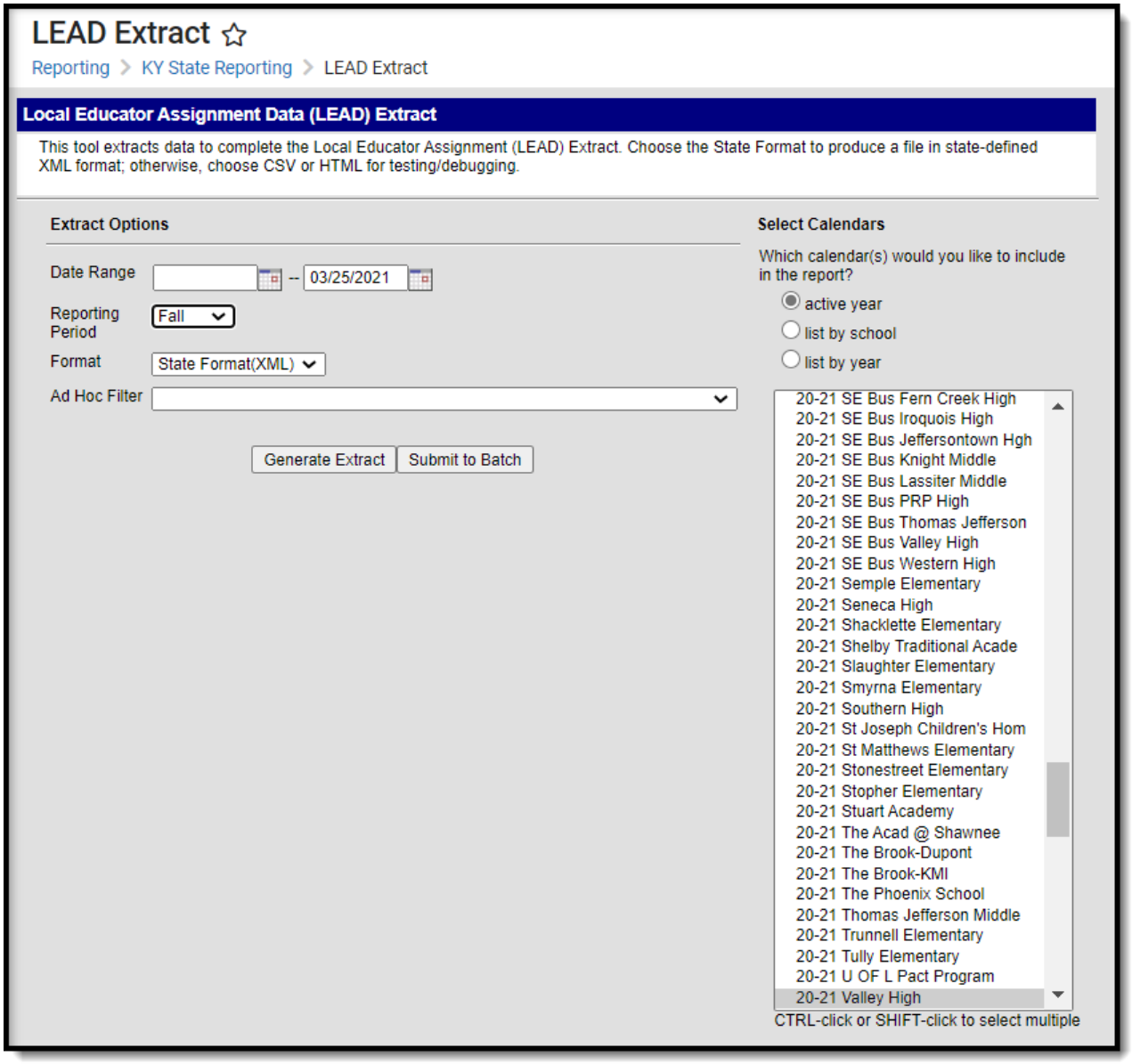


Image 1: LEAD Extract Editor

Report Logic

The Lead extract uses the following reporting logic:

Course Selection (TR_COURSE)

Courses are included in the TR_COURSE portion of the extract if they meet the following criteria:

- Sections included on the extract are based on the Date Range selected.
  - If the course overlaps the date range specified in the extract editor, the course is reported.
- Courses that start during the requesting period and end after the reporting period are reported.
  - Courses that end before the end of the reporting period are reported.
- Only courses marked active are reported.
  - Virtual and Performance based courses that are scheduled in instructional periods are reported.

    - Courses scheduled into non-instructional periods will not be reported.
    - If a course/section is scheduled at multiple schools, only staff that are assigned to that course/section in the selected calendar are reported.
    - Courses scheduled into non-instructional periods will not be reported.
- Attendance and homeroom check boxes are not apart of selection criteria.
- A section must have a primary teacher assigned at any time during the applicable term.
    - A primary teacher assigned to the section must have a Social Security Number.
    - A primary teacher assigned to the section must have an Employee Type selected in District Assignment.
- Courses with a Teaching Method of 02: 3rd Party Contract or 12: College Offered Dual Credit will NOT pull into the report.
- KTS Home High School Courses taught at a tech center will NOT pull into the report.
    - KTS Home High School Courses are identified by a CourseMaster.legacyKeyKTS that is not null.
- Courses with a State Code of 800500: Residential STEM Academy, 950001: Dual Credit Placeholder, or 960001: Credit Recovery Placeholder will NOT pull into the report.
- Courses that do not have a state code are included in the report.
- If a course section is placed in multiple schedule structures it will only report once.
    - If the primary teacher is different for the course section in another schedule structure it should have a unique section number.

Primary Teacher Selection (SSN)

This logic only applies to the SSN field in TR_COURSE. Logic must determine which Staff History record applies to the particular section for the purposes of LEAD reporting:

- The most recent staff history record as determined by start date is reported.
    - It is not possible to have multiple primary teacher records at once in Campus.
    - If one staff history record has a null start date, the start date is considered the first day of the earliest term the section takes place in.
        - A null start date is most likely not the most recent staff history record.
- If the most recent Primary Teacher staff history record is end dated prior to the end of the course, LEAD will still consider this to be the Primary Teacher and the SSN associated with the teacher will be reported.

Secondary Teachers and Section Staff (ADSSN) Selection

This logic applies only to the ADSSN field in TR_COURSE.

- All secondary teachers and section staff who have not had their section assignment end dated before the last day of the section will be reported under ADSSN.
    - Secondary teachers will populate first and any remaining spaces will be filled by section staff.
    - Teachers/staff will be displayed within each group in order of latest start date in staff history. If multiple records share the same start date, the records are reported in the order they appear.
- In the HTML format of the report, columns for SSN2, SSN3, SSN4, SSN5 will be filled if values exist.

Staff Selection (TR_STAFF)

Staff are included in the TR_STAFF portion of the report if they meet the following criteria:

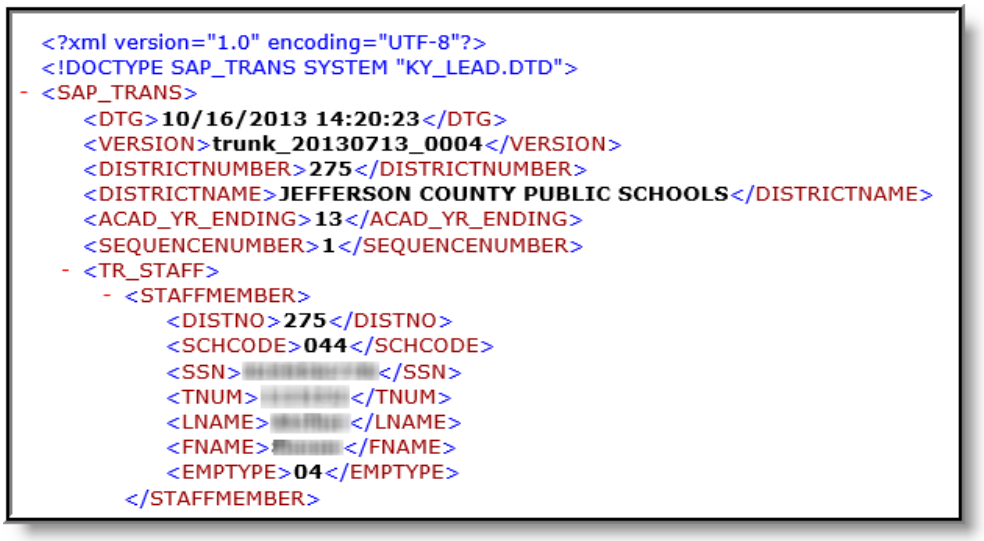
- Only active staff are reported.
  - Dates in the staff member's District Assignment must overlap the start and end dates entered in the LEAD extract editor.
- A staff member is defined as active if they have a District Assignment with dates that overlap the reporting period entered on the extract editor.
- Staff must be assigned as a primary or secondary teacher on at least one section.
- Staff assigned to multiple courses only pull on TR_STAFF once.
- TR_STAFF does not include staff if either the SSN or the EMPTYPE is missing.

LEAD Extract Editor Options

Field	Description
Date Range	Determines a date range for the report. Dates are entered in mmddyyyy format or used the calendar icon to select a date. The **Start Date** field may be left blank in order to pull data from the beginning of the selected school year. The **End Date** field can have an end date of the last day of the school year, or the current date. • For the fall submission, use the Date Range from the first day of school to December 31. • For the spring submission, use the Date Range from January 1 to the last day of school.
Reporting Period	Determines the reporting period for which the report must be generated. The reporting period must coincide with the entered date range.
Format	Determines how the report will be generated. For submission to the stated, use State Format (XML); otherwise use CSV and HTML to review data prior to submission.
Select Calendar	Determines the Calendars to include on the report. Calendars can be sorted by Active Year, List by School or List by Year. Multiple calendars can be chosen by using the CTRL and SHIFT keys. All calendars must be selected for the state export.

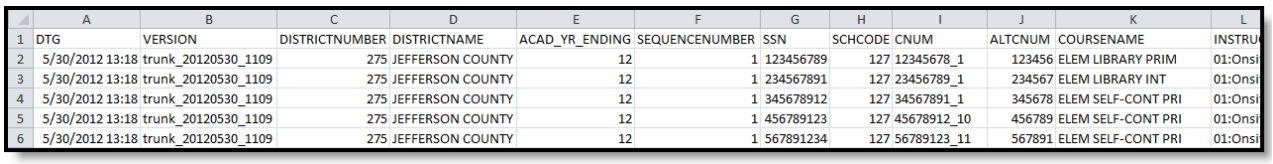
Generating the LEAD Extract

1. Enter a **Date Range** for the report.
2. Select a **Reporting Period**. Options are Fall and Spring.
3. Select the **Format** of the report.
4. Select the **Calendars** to include on the report. All calendars must be selected for the state export.
5. Select an **Ad hoc Filter** (if desired). This allows you to generate the report for specific courses. Only Course/Section filters are available for selection.
6. Click the **Generate Report** button. If errors exist, an error or warning report will appear. Use the **Click Here** button on the warning report to generate the final extract. The report will appear in a new window in the desired format.



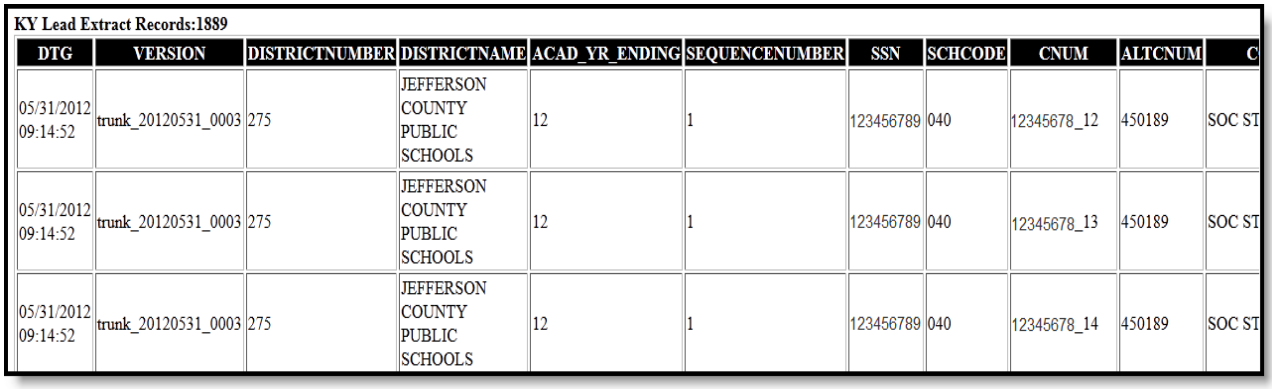
```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE SAP_TRANS SYSTEM "KY_LEAD.DTD">
- <SAP_TRANS>
    <DTG>10/16/2013 14:20:23</DTG>
    <VERSION>trunk_20130713_0004</VERSION>
    <DISTRICTNUMBER>275</DISTRICTNUMBER>
    <DISTRICTNAME>JEFFERSON COUNTY PUBLIC SCHOOLS</DISTRICTNAME>
    <ACAD_YR_ENDING>13</ACAD_YR_ENDING>
    <SEQUENCENUMBER>1</SEQUENCENUMBER>
  - <TR_STAFF>
    - <STAFFMEMBER>
        <DISTNO>275</DISTNO>
        <SCHCODE>044</SCHCODE>
        <SSN>[redacted]</SSN>
        <TNUM>[redacted]</TNUM>
        <LNAME>[redacted]</LNAME>
        <FNAME>[redacted]</FNAME>
        <EMPTYPE>04</EMPTYPE>
      </STAFFMEMBER>
```

Image 2: LEAD Report Extract - State Format (XML)



	A	B	C	D	E	F	G	H	I	J	K	L
1	DTG	VERSION	DISTRICTNUMBER	DISTRICTNAME	ACAD_YR_ENDING	SEQUENCENUMBER	SSN	SCHCODE	CNUM	ALTCNUM	COURSENAME	INSTRU
2	5/30/2012 13:18	trunk_20120530_1109	275	JEFFERSON COUNTY	12	1	123456789	127	12345678_1	123456	ELEM LIBRARY PRIM	01:Onsi
3	5/30/2012 13:18	trunk_20120530_1109	275	JEFFERSON COUNTY	12	1	234567891	127	23456789_1	234567	ELEM LIBRARY INT	01:Onsi
4	5/30/2012 13:18	trunk_20120530_1109	275	JEFFERSON COUNTY	12	1	345678912	127	34567891_1	345678	ELEM SELF-CONT PRI	01:Onsi
5	5/30/2012 13:18	trunk_20120530_1109	275	JEFFERSON COUNTY	12	1	456789123	127	45678912_10	456789	ELEM SELF-CONT PRI	01:Onsi
6	5/30/2012 13:18	trunk_20120530_1109	275	JEFFERSON COUNTY	12	1	567891234	127	56789123_11	567891	ELEM SELF-CONT PRI	01:Onsi

Image 3: LEAD Report Extract - CSV



KY Lead Extract Records:1889

DTG	VERSION	DISTRICTNUMBER	DISTRICTNAME	ACAD_YR_ENDING	SEQUENCENUMBER	SSN	SCHCODE	CNUM	ALTCNUM	C
05/31/2012 09:14:52	trunk_20120531_0003	275	JEFFERSON COUNTY PUBLIC SCHOOLS	12	1	123456789	040	12345678_12	450189	SOC ST
05/31/2012 09:14:52	trunk_20120531_0003	275	JEFFERSON COUNTY PUBLIC SCHOOLS	12	1	123456789	040	12345678_13	450189	SOC ST
05/31/2012 09:14:52	trunk_20120531_0003	275	JEFFERSON COUNTY PUBLIC SCHOOLS	12	1	123456789	040	12345678_14	450189	SOC ST

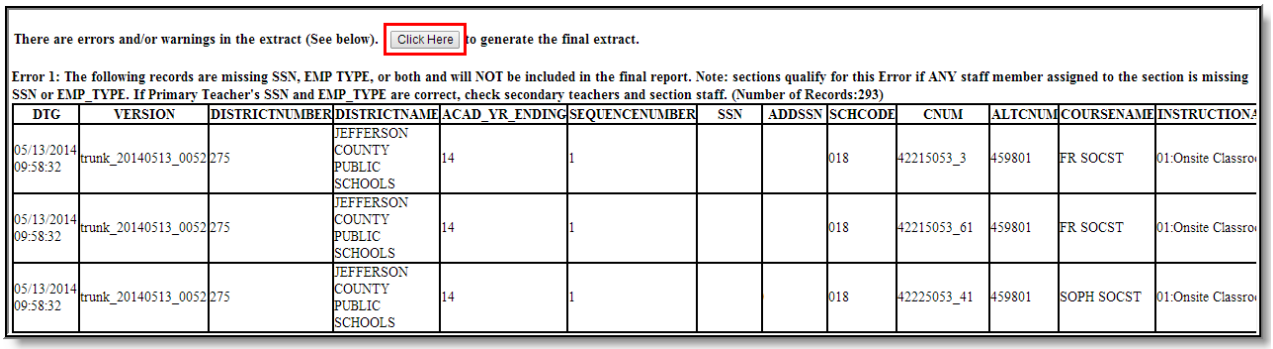
Image 4: LEAD Report Extract - HTML

Warning/Error Messages

Warning/Error Message	Definition	Report Logic

Warning/Error Message	Definition	Report Logic
Error 1: The following records are missing SSN, EMP TYPE, or both and will NOT be included in the final report. Note: sections qualify for this Error if ANY staff member assigned to the section is missing SSN or EMP_TYPE. If Primary Teacher's SSN and EMP_TYPE are correct, check secondary teachers and section staff.	This error report includes a staff member who does not have a Social Security Number, an employee type (EMPTYPE), or both.	Staff members who do not have a Social Security Number, an employee type or both are excluded from the final report. SSN error report will sort by person ID. Sections which take place entirely outside of the date range entered on the extract editor are not considered in the warnings or report.
Error 2: The following staff members have duplicate SSNs (if Primary Teacher SSN is not duplicated, check Secondary Teachers and Section staff):	This error occurs when a staff member has a duplicate Social Security Number.	Staff members who appear in the TR_STAFF list and who share a Social Security Number with another staff member on the list are reported.
Error 3: The following EMP TYPE 01 staff (Teachers) are NOT assigned to a course section	This warning occurs when a staff member is found with an employment type 01: Teacher but is not assigned a course section.	Staff members who have an active district assignment at some point during the reporting period are included. If the staff person left the school during mid term, they may populate on the warning/error report. If the staff person left the school during the previous school year or outside of the reporting period, do NOT include on the warning/error report. If the employee type of 01 has been assigned as a primary teacher, secondary teacher or section staff on any course that is active during the dates entered on the extract editor, the warning will not be generated.

Warning/Error Message	Definition	Report Logic
Error 4: The Core ID and ALTCNUM (State Code) for the following courses are both blank:	This warning report will include a list of course names and section numbers where both the Core ID and ALTCNUM (i.e., state code) are null.	The Core ID and ALTCNUM warning report will sort by Course Number, then by Section Number.
Error 5: The most recent Primary Teacher for the listed sections has a staff history record end dated prior to the last day of the section. These sections will still report on LEAD. The most recent Primary Teacher is listed below with each applicable course.	The most recent Primary Teacher for the listed sections has a staff history record end dated prior to the last day of the section.	The section must have had at least one Primary Teacher assigned at some point during the course to pull on this warning. Sections with no teachers assigned at any time during the section will not report a warning.
Error 6: The sections listed below have never had a Primary Teacher assigned. These sections will not report on LEAD.	The sections listed below have never had a Primary Teacher assigned. These sections will not be reported.	A list of course names and section numbers where no record exists on the Staff History tab for a Primary Teacher at any time during the section is included. Sections which take place entirely outside of the date range entered on the extract editor are not considered in the warnings or report.
Error 7: The following courses have duplicated section numbers within the same school. Unique section numbers are required for all relevant sections to report.	This error will list all courses which have a duplicated CNUM (Course Number + Section Number) across calendars or schedule structures in the same school.	Logic will report a row of data for each unique school/calendar or school/calendar/schedule structure combination that includes the duplicated CNUM.



There are errors and/or warnings in the extract (See below). Click Here to generate the final extract.

Error 1: The following records are missing SSN, EMP TYPE, or both and will NOT be included in the final report. Note: sections qualify for this Error if ANY staff member assigned to the section is missing SSN or EMP_TYPE. If Primary Teacher's SSN and EMP_TYPE are correct, check secondary teachers and section staff. (Number of Records:293)

DTG	VERSION	DISTRICTNUMBER	DISTRICTNAME	ACAD_YR_ENDING	SEQUENCENUMBER	SSN	ADDSSN	SCHCODE	CNUM	ALTCNUM	COURSENAME	INSTRUCTION
05/13/2014 09:58:32	trunk_20140513_0052	275	JEFFERSON COUNTY PUBLIC SCHOOLS	14	1			018	42215053_3	459801	FR SOCST	01:Onsite Classro
05/13/2014 09:58:32	trunk_20140513_0052	275	JEFFERSON COUNTY PUBLIC SCHOOLS	14	1			018	42215053_61	459801	FR SOCST	01:Onsite Classro
05/13/2014 09:58:32	trunk_20140513_0052	275	JEFFERSON COUNTY PUBLIC SCHOOLS	14	1			018	42225053_41	459801	SOPH SOCST	01:Onsite Classro

Image 5: LEAD Error Report

Report Layout

The following report layout represents the XML extract. HTML and CSV do not follow the same order as they allow for easier review of the data.

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
DTG	Indicates the date and time the extract was generated.	MM/DD/YYYY HR:MN:SC	Not dynamically stored	Not dynamically stored
Version	Identifies the version of the Campus database at the time the extract is generated.	YYYY.X.X (e.g., 2009.2.1)	Not dynamically stored	Not dynamically stored
District Number	Identifies the state district number.	Numeric, 3 digits XXX	District.Number	System Administration > Resources > District Information > State District Number
District Name	Identifies the name of the district	Alphanumeric, 30 characters	District.Name	System Administration > Resources > District Information > Name
Academic Year Ending	Identifies the end year of the calendar(s) selected.	Numeric, 2 digits YY	Calendar.endDate	System Administration > Calendar > Calendar > End Date
Sequence Number	Identifies the reporting period code. **1**: Fall **2**: Spring	Numeric, 1 digit	Not dynamically stored	KY State Reporting > LEAD Extract > Reporting Period
TR_STAFF				

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Element Name	**Description**	**Type, Format and Length**	**Campus Database**	**Campus Application**
District Number	Identifies the state district number.	Numeric, 3 digits XXX	District.Number	System Administration > Resources > District Information > State District Number
School Code	Identifies the unique code assigned to the school.	Numeric, 3 digits	School.number	System Administration > Resources > School > Location Code
SSN	Indicates the Social Security Number of the primary teacher assigned to the course section on each record.	Numeric, 9 digits	Identity.SSN	Census > People > Social Security Number
TNUM	Identifies the teacher's staff number. The staff and course data are grouped within the TR_STAFF and TR_COURSE areas with subgroups called STAFFMEMBER and COURSE containing detailed information on the extract. If the staff number is blank, blank will be reported.	Numeric, number of digits varies.	Person.staffStateID	Census > People > Demographics > Person Identifiers > Staff State ID

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
LNAME	Identifies the teacher's last name.	Alphanumeric, 50 characters	Identity.lastName	Census > People > Identities > Last Name
FNAME	Identifies the teacher's first name.	Alphanumeric, 30 characters	Identity.firstName	Census > People > Identities > First Name
Employment Type	Indicates the employment type assigned to a course section. Options include the following: • **01**: Teacher • **02**: Administrator • **03**: Counselor • **04**: Support • **05**: Speech Therapist • **06**: Librarian • **07**: Other	Numeric, 2 digits XX	EmploymentAssignment.type	Census > People > District Assignment > Type
TR_COURSE				
Element Name	**Description**	**Type, Format and Length**	**Campus Database**	**Campus Application**

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Instructional Setting	Identifies the setting in which the course is taking place. Options include the following: • **01**: Onsite Classroom • **02**: Offsite CTE • **03**: Offsite College • **04**: Home/Hospital • **05**: Online • **06**: Blended Learning • **11**: Spanish Immersion • **12**: French Immersion The Instructional Setting is determined by the value set in the Instructional Setting (Override) field on the Section tab. If Instructional Setting (Override) is null, the Instructional Setting value on the Course is used.	Numeric, 2 digits	SectionInfo.distanceCode CourseInfo.distanceCode	Scheduling > Courses > Sections > Instructional Setting (Override) Scheduling > Courses > Course > Instructional Setting

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Teaching Method	Identifies the teaching method used in the course from a predefined list of values. See the teaching method section for a list of these values. Courses with these teaching methods are excluded from the report: • 02: 3rd Party Contract • 12: Dual Credit – College Offered If the Teaching Method value is null in the course section, the attribute's default value will be used.	Numeric, 2 digits	Course.teachingMethod	Scheduling > Courses > Course > Teaching Method
SSN	Indicates the Social Security Number of the primary teacher assigned to the course section on each record. See the **SSN** section for more information about this field.	Numeric, 9 digits	Identity.SSN	Census > People > Demographics > Social Security Number

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
District Number	Identifies the state district number.	Numeric, 3 digits XXX	District.Number	System Administration > Resources > District Information > State District Number
School Code	Identifies the unique code assigned to the school.	Numeric, 3 digits	School.number	System Administration > Resources > School > Location Code
Course Number (CNUM)	Identifies the valid course and section number.	Numeric, number of digits may vary	Course.number Section.number	Scheduling > Courses > Course > Number Scheduling > Courses > Course > Section > Number
Course Name	Identifies the valid course name.	Alphanumeric, 50 characters	Course.Name	Scheduling > Courses > Course > Name

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Low Grade	Indicates the lowest grade level of enrollment for the section identified on each record. If section roster is null, the lowest state defined grade level for the selected calendar is reported. • To determine grade level, the sequence number must be used. • All grade levels in a district must be mapped to a State Grade Level to accurately report.	Alphanumeric, 2 characters	GradeLevel.stateGrade	System Administration > Calendar > Calendar > Grade Level > State Grade Level Mapping

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
High Grade	Indicates the highest grade level of enrollment for the section identified on each record. If section roster is null, the highest state defined grade level for the selected calendar is reported. • To determine grade level, the sequence number must be used. • All grade levels in a district must be mapped to a State Grade Level to accurately report.	Alphanumeric, 2 characters	GradeLevel.stateGrade	System Administration > Calendar > Calendar > Grade Level > State Grade Level Mapping

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Hours per Year	Identifies the aggregate number of hours the identified course section was taught by an assigned teacher during the selected reporting period and entered date range on the extract editor. This information is tied to the section placement of each course section. Calculated Instructional minutes/60.	Numeric, 5 digits XXX.XX (e.g., 106.00)	Calendar.studentDay	System Administration > Calendar > Calendar > Period Scheduling > Start and End Times
Enrolled	Indicates the total number of active students enrolled in the course section during the reporting period. If the course section roster is null, reported as 0.	Numeric, 2 digits XX	Not Dynamically Stored	Scheduling > Courses > Course > Section > Roster
Beginning Period	Identifies the first period the course section is offered for the academic school year (e.g., Math 101-02 meeting during period 2 is reported as 02).	Numeric, 2 digits XX	Period.name	Scheduling > Courses > Course > Section > Section Placement System Administration > Calendar > Calendar > Period Scheduling > Period Name

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Total Period	Identifies the total number of periods the course section is offered.	Number, 5 digits XXX.XX	Course.periods	Scheduling> Courses > Course > Section > Section Placement
Highly Qualified	Identifies if the teacher of the reported course is highly qualified. Options include the following: • **HQ**: Highly Qualified • **NHQ**: Not Highly Qualified • **NA**: Not Applicable	Alphanumeric, 2 characters	Section.highlyQualified	Scheduling > Courses > Course > Section > Highly Qualified
Population ID (POPID)	Indicates the population identification numbers that represent the list of active students enrolled in a course section. Each population ID found will display in a separate column. If an actively enrolled student does not fit into a defined population, 01 (General) is reported. See Population ID Codes for options.	Numeric, 2 digits XX	CustomSection.popID	Scheduling > Courses > Course > Section > Population ID

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Terms Offered	Identifies the total number of terms the course section is offered.	Numeric, 1 digit X	Course.Term	Scheduling > Courses > Course > Section > Section Placement
Alternate Course Number (ALTCNUM)	Identifies the state course code. If the state code is null, the ALTCNUM will report as null.	Numeric, 6 digits	Course.stateCode	Scheduling > Courses > Course > State Code
Core Content (Core_ID)	Indicates the content identification number. If the Core Content Field is populated, the code of the selected content ID will be reported. If Core Content is null and the state code field populated, 5001 will be reported. See the Core Content Codes for a list of options.	Numeric, number of digits varies. The number of digits displayed is based on the selection or non-selection of the core content ID field.	Course.stateCode	Scheduling > Courses > Course > Section > Core Content Scheduling > Courses > Course > State Code

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Special Type	Identifies the number corresponding to the Special Type element selection on the Section editor. Options include the following: • **01**: None • **02**: Alternative Classroom • **03**: ESL Classroom • **04**: Gifted Classroom • **05**: Special Education Classroom • **06**: Speech Therapy	Numeric, 2 digits	Section.classType	Scheduling > Courses > Course > Section > Special Type

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Additional Social Security Number (SSN2 - SSN5)	Identifies the Social Security Numbers of all active additional (secondary) teachers assigned to the course section on each record during the reporting period. Secondary teachers and section staff will only report if they are active on the last day of the section term. The report will list additional staff members in the following priority: • (1) Staff person(s) listed in Section Staff • (2) Staff person(s) listed in Course Section > Teachers	Numeric, 9 digits XXXXXXXXX	Identity.ssn	Census > People > Demographics > Person Information > Social Security Number Scheduling > Courses > Course > Section > Teacher Assignment > Section Staff Scheduling > Courses > Course > Section > Teachers
CComments	Reports comments entered on a course. Logic reports up to 255 characters of text entered in the Comments field of a course.	Alphanumeric, 255 digits	Course.comments	Scheduling > Courses > Course > Comments

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
EMPComments	Reports comments entered on the District Assignment record for the primary teacher. Logic reports up to 255 characters of text entered in the Comments field of the District Assignment for the primary teacher identified in the SSN field of this report. Logic pulls data from the district assignment record aligned to the school where the course is offered. District assignment record start and end dates must overlap the course.	Alphanumeric, 255 digits	EmploymentAssignment.comments	Census > People > District Assignment > Comments

Census Data Elements for LEAD

Social Security Number

PATH: *Census > People > Demographics > Social Security Number*

The teacher's Social Security Number is required as part of the LEAD submission. Social Security Numbers are reported for the primary teacher and any additional teacher assigned to the course section. Social Security Numbers are also required for any classified staff assigned to courses.

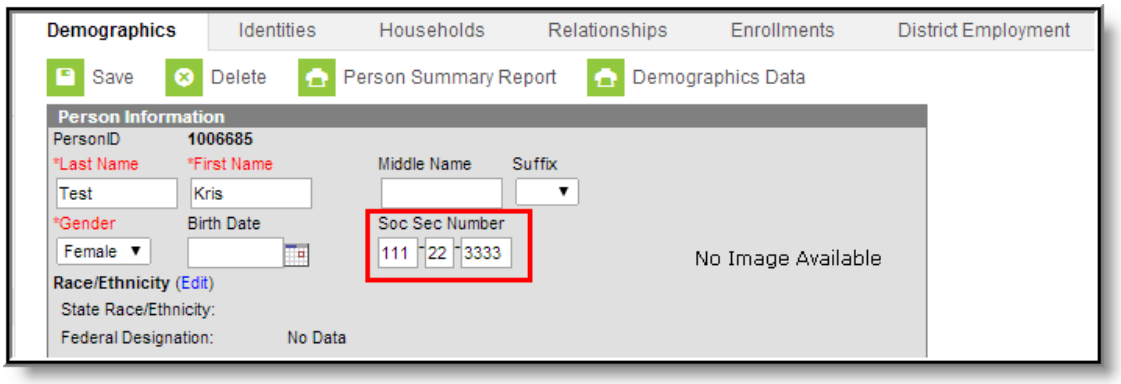


Image 6: Census > People > Demographics > Social Security Number

Staff Number

PATH: *Census > People > Demographics > Person Identifiers > Staff State ID*

A staff number can be added when a new person is created using the Add Person Wizard. However, if it is not added, it should be entered when creating a District Employment Record.

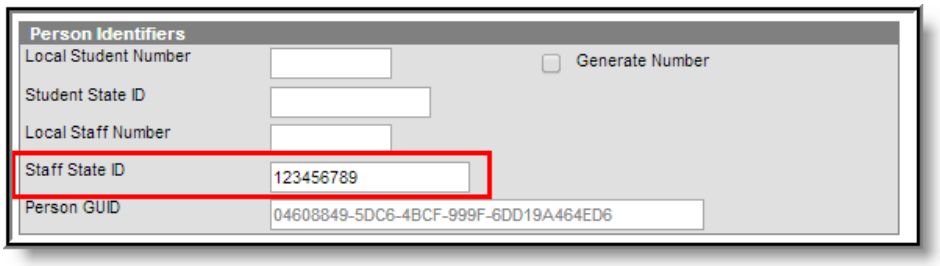


Image 7: Census > People > Demographics > Person Identifiers

Employment Type

PATH: *Census > People > District Assignment > Type*

The Employment Type identifies the role of the staff member.

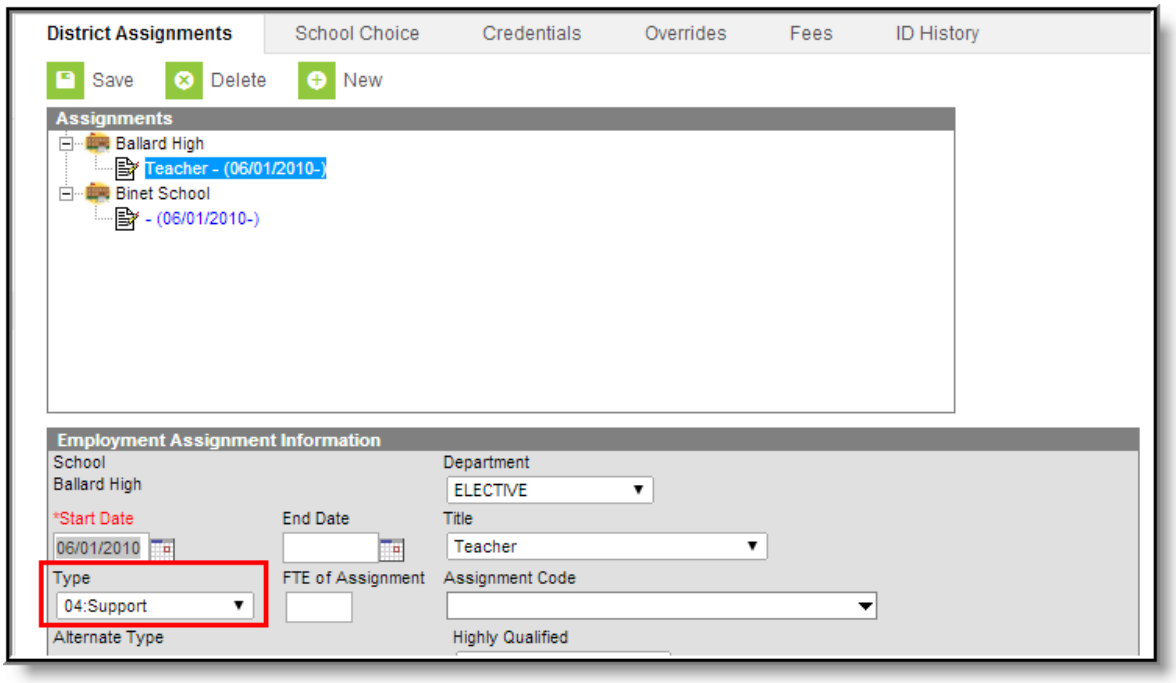


Image 8: Census > People > District Assignment > Type

When an employee has two district assignments and each assignment has a different Employee Type:

- One is end dated, and the other is not, the assignment that is not end dated will be reported.
- Both are end dated, the assignment with the most recent end dates, the one with the most recent start date will be used.
- Both have the same end date (or no end date) but different start dates, the one with the most recent start date will be used.
- Both have the same end date (or no end date) AND the same start dates, an assignment will be randomly chosen.

The district assignment will not be used if the end date is before the start date selected for the report.

Identities

PATH: *Census > People > Identities*

The teacher's first name and last name should be verified for accuracy.

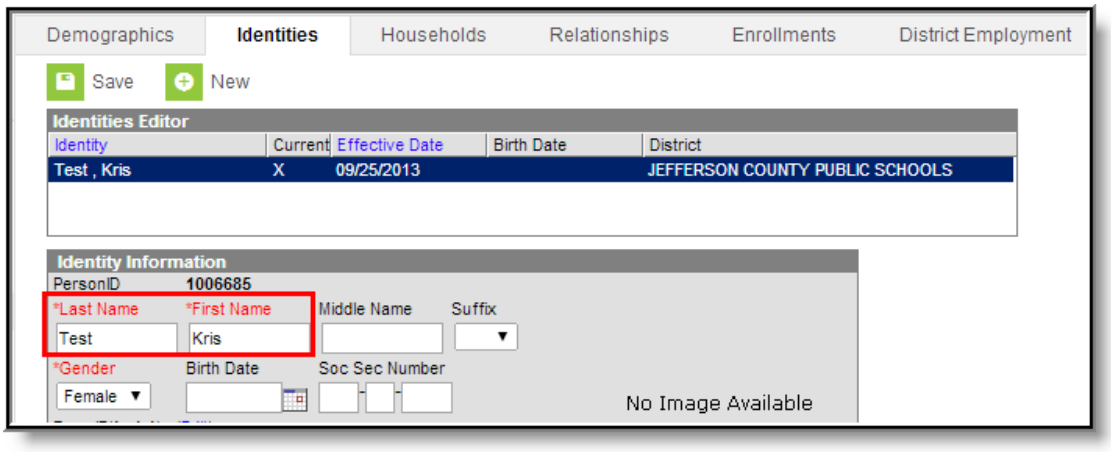


Image 9: Census > People > Identities

District Assignment Comments

PATH: *Census > People > District Assignment > Comments*

Comments entered in the primary teacher's district assignment record are included in the report.

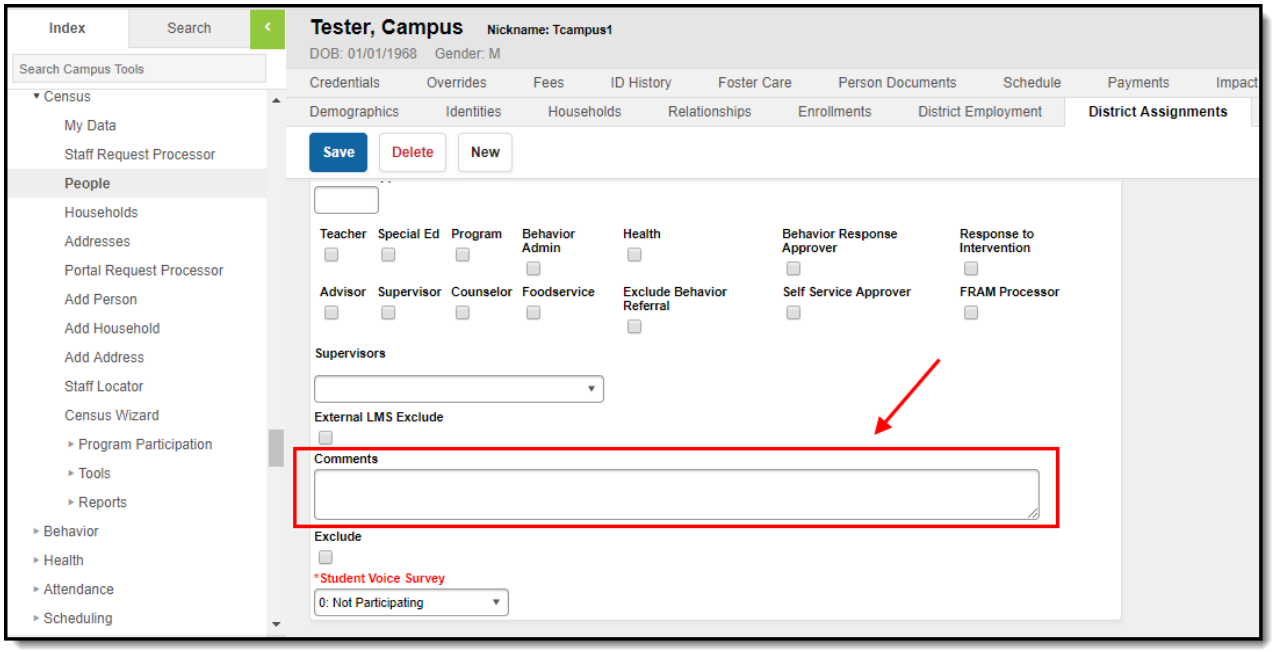


Image 10: Census > People > District Assignment > Comments

Scheduling Data Elements for LEAD

Total Period

PATH: *Scheduling > Courses > Course*

This represents the total number of periods the course is offered for the school year. On the Course editor, users are required to enter the period length a course section is taught. This field is used for

the calculation in the LEAD extract.

For example, Course A has three sections: Section 1, Section 2, Section 3. The course meets for one period every day which means this calculation would be equal to 3 periods.

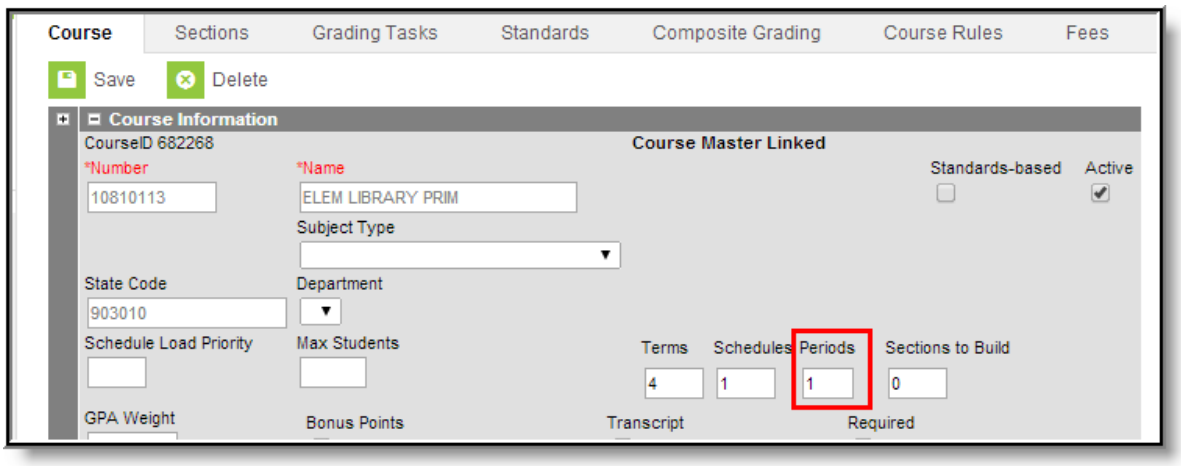


Image 11: Scheduling > Courses > Course

Course and Number

PATH: *Scheduling > Courses > Course > Number*

The Course Name and Number reported on the LEAD extract is required to be a valid course number. There may be district and/or state policies on how course numbers are entered. Follow these rules when reviewing and modifying course information. A course will be reported on the extract regardless of whether it is scheduled in a primary or secondary term schedule (determined on the Calendar > Terms editor).

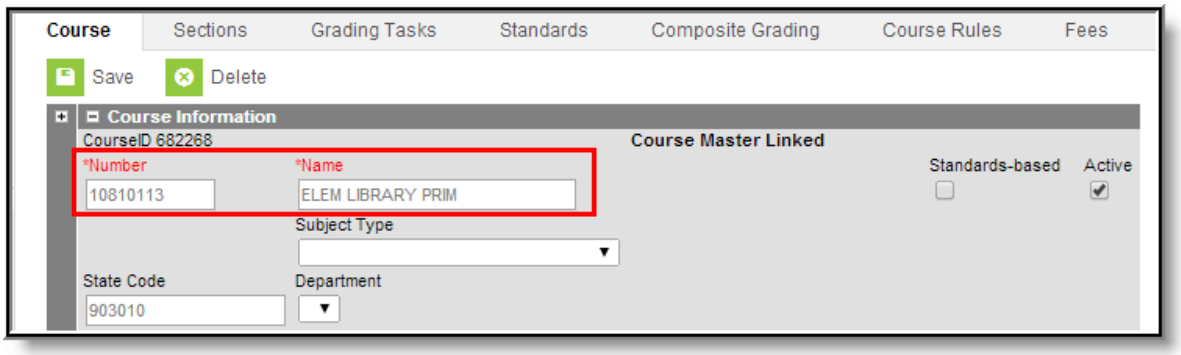


Image 12: Scheduling > Courses > Course > Number

State Course ID

PATH: *Scheduling > Courses > Course > State Code*

The State Course ID is the course identifier recognized by the Kentucky Department of Education.

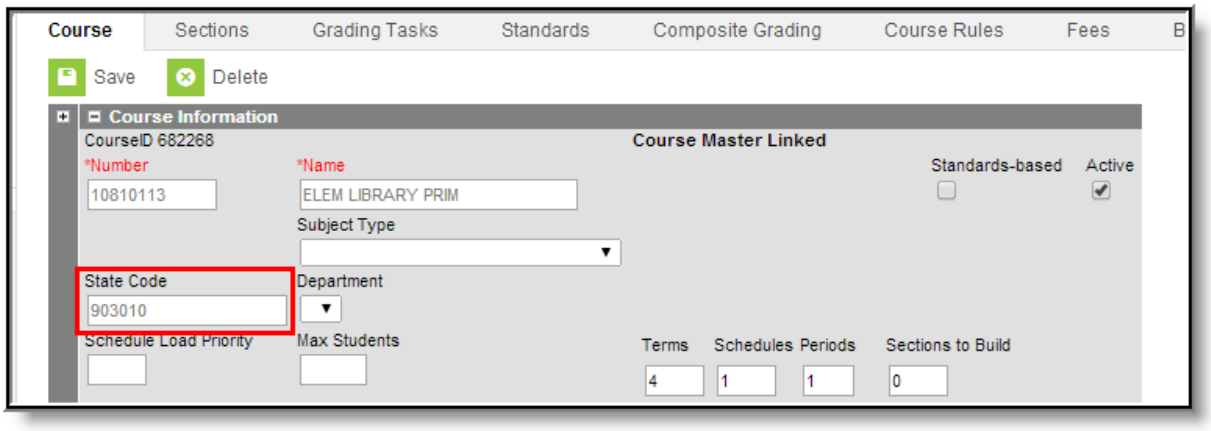


Image 13: Scheduling > Courses > Course > State Code

Teaching Method

PATH: *Scheduling > Courses > Course > Teaching Method*

The teaching method is the way in which the student learns the curriculum of the course.

If the Teaching Method value is null in the course section, the attribute's default value will be used.

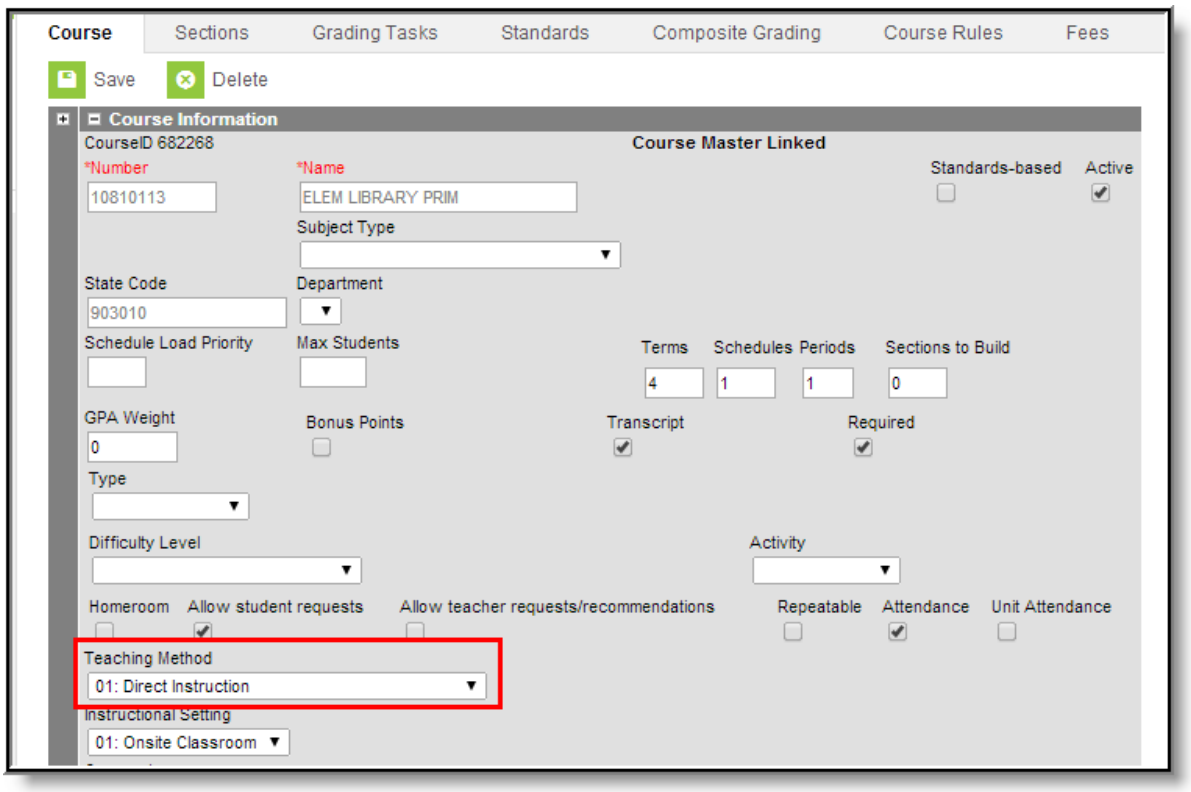


Image 14: Scheduling > Courses > Course > Teaching Method

The following Teaching Method values will report:

- 01: Direct Instruction
- 02: 3rd Party Contract
- 03: JCPS Self Study
- 11: Dual Credit - District Offered
- 12: Dual Credit - College Offered
- 13: Credit Recovery - Direct Instruction
- 14: Credit Recovery - Digital Learning Provider
- 19: District Provided Self Study

Courses with these teaching methods are excluded from the report:

- 02: 3rd Party Contract
- 12: Dual Credit – College Offered

Instructional Setting

PATH: *Scheduling > Courses > Section > Instructional Setting (Override); Scheduling > Courses > Course > Instructional Setting*

The Instructional Setting is the location where instruction is to take place. The reported value is determined by the value set in the Instructional Setting (Override) field on the Section tab (see Image 15).

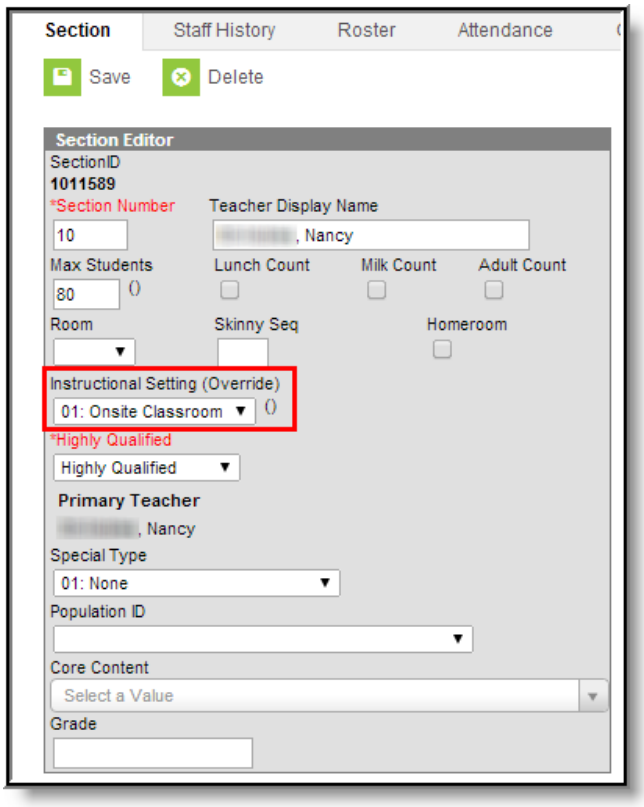


Image 15: Scheduling > Courses > Section > Instructional Setting (Override)

If Instructional Setting (Override) is null, the Instructional Setting value on the Course is used (see Image 16).

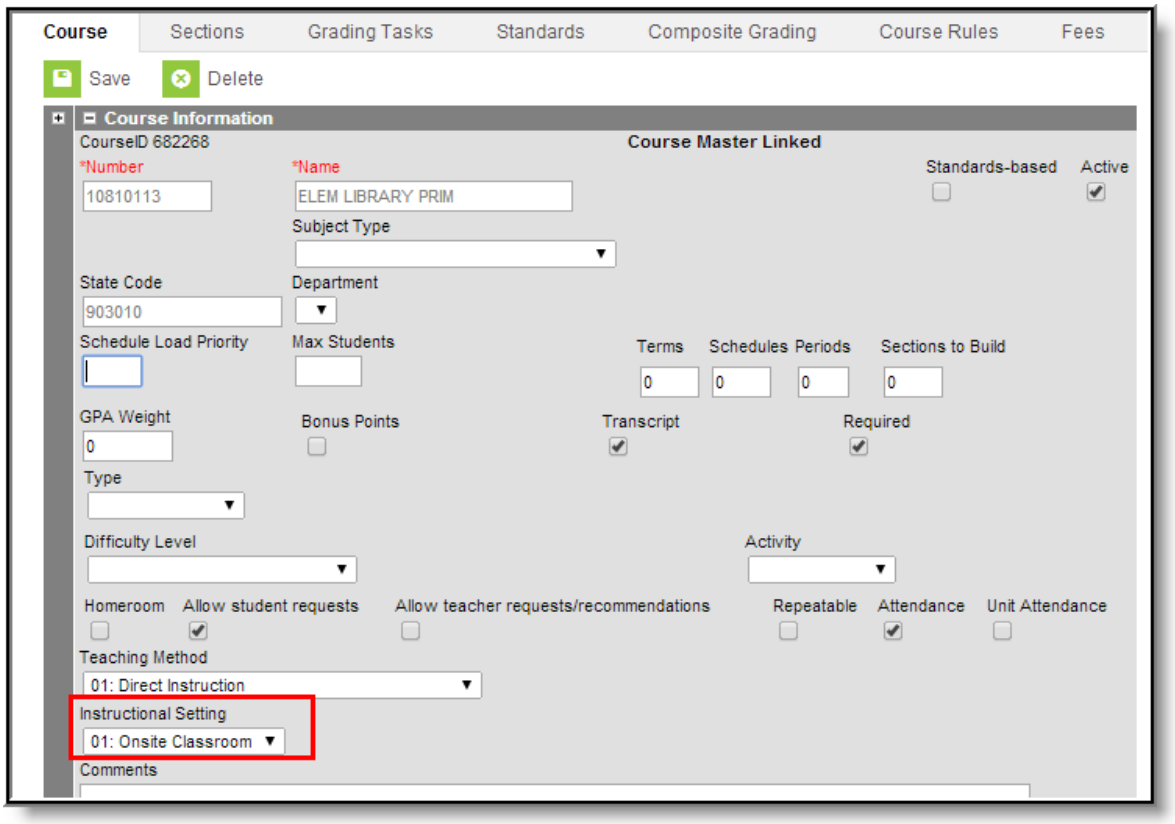


Image 16: Scheduling > Courses > Course > Instructional Setting

Highly Qualified

PATH: *Scheduling > Courses > Course > Section > Section Edit*

The highly qualified option identifies the course as being taught by a highly qualified teacher.

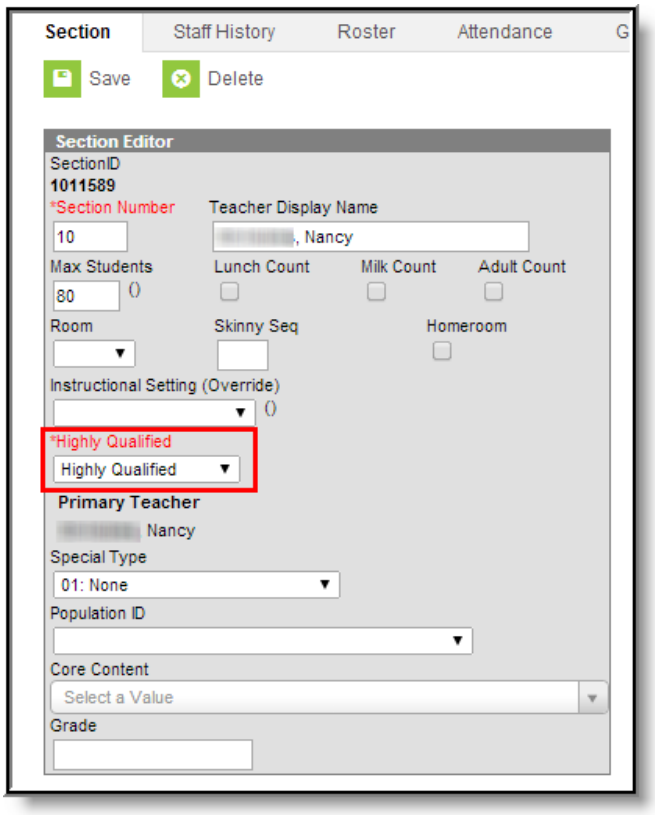


Image 17: Scheduling > Courses > Course > Section > Highly Qualified

Term Offered

PATH: *Scheduling > Courses > Course > Sections*

The Term field represents the terms in which the course is offered for the school year. This number is entered on the Sections editor in the Section Schedule Placement grid.

This is then displayed on the Sections tab before selecting the edit link.

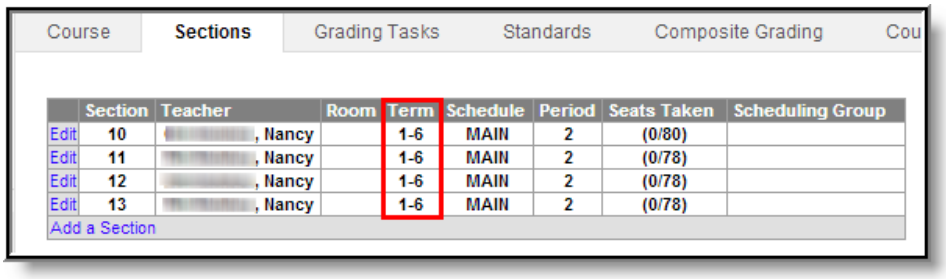


Image 18: Scheduling > Courses > Course > Sections

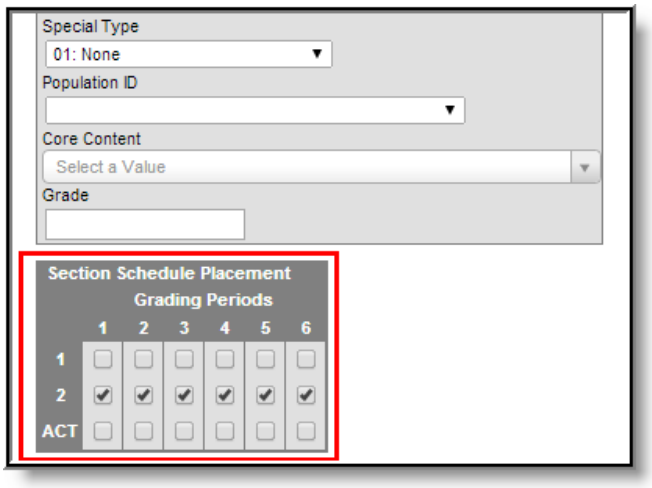


Image 19: Scheduling > Courses > Course > Sections

These numbers represent the term in which the section is first taught through the last term the section is taught.

Special Type

PATH: *Scheduling > Courses > Course > Section > Special Type*

The data element Special Type indicates courses for special groups of students (i.e., alternative, gifted or special education). The default value of this field is 01: None. Only one Special Type value is allowed per course.

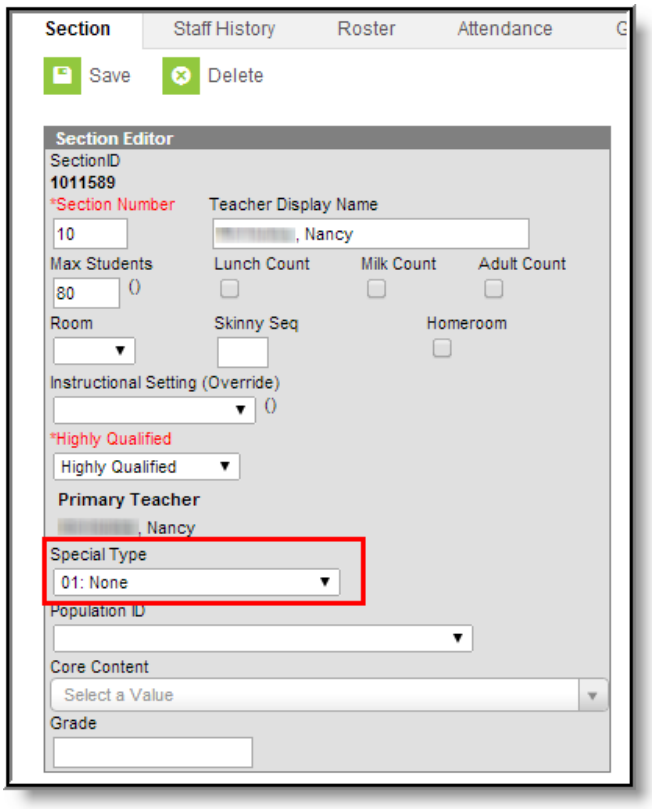


Image 20: Scheduling > Courses > Course > Section > Special Type

Course Comments

PATH: *Scheduling > Courses > Course > Comments*

Comments entered on a course are included in the report.

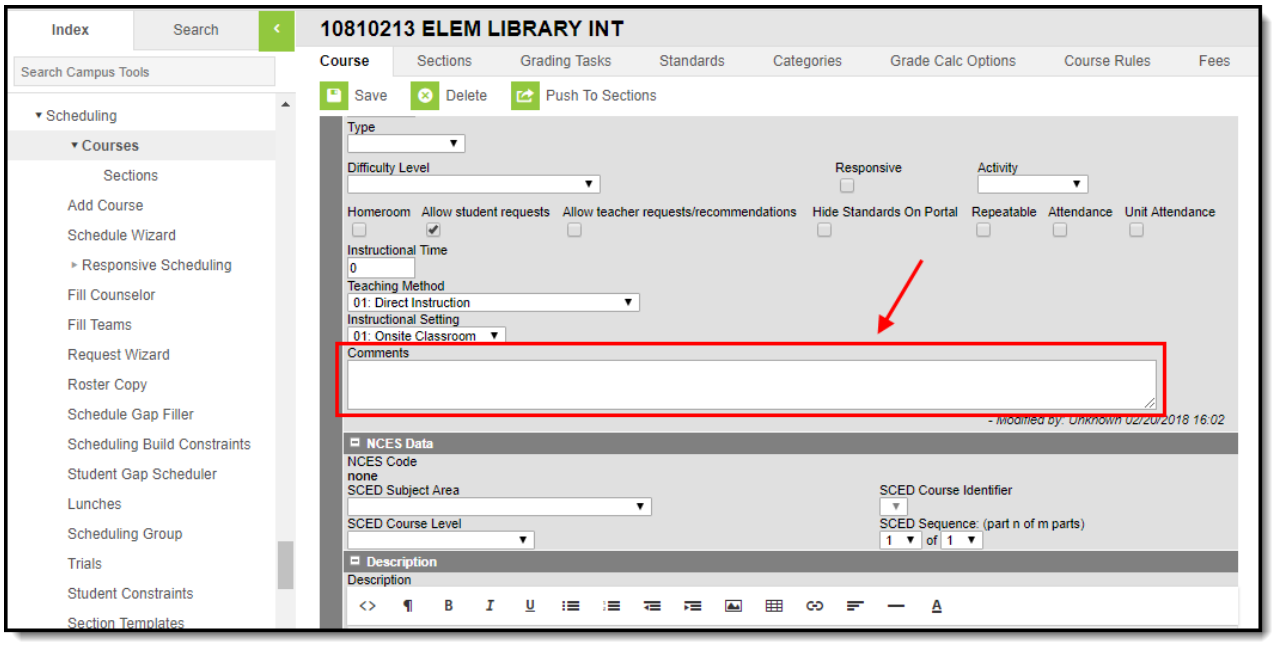


Image 21: Scheduling > Courses > Course > Comments

Population ID

PATH: *Scheduling > Courses > Course > Section > Population ID*

The data element Population ID represents the types of student populations which are present in a given section. The POPID field is meant to serve as a snapshot of students who are enrolled in the class on the last day of the class.

The selection of the Population ID on the Course Section is to be used for course section that do not have any students scheduled into it.

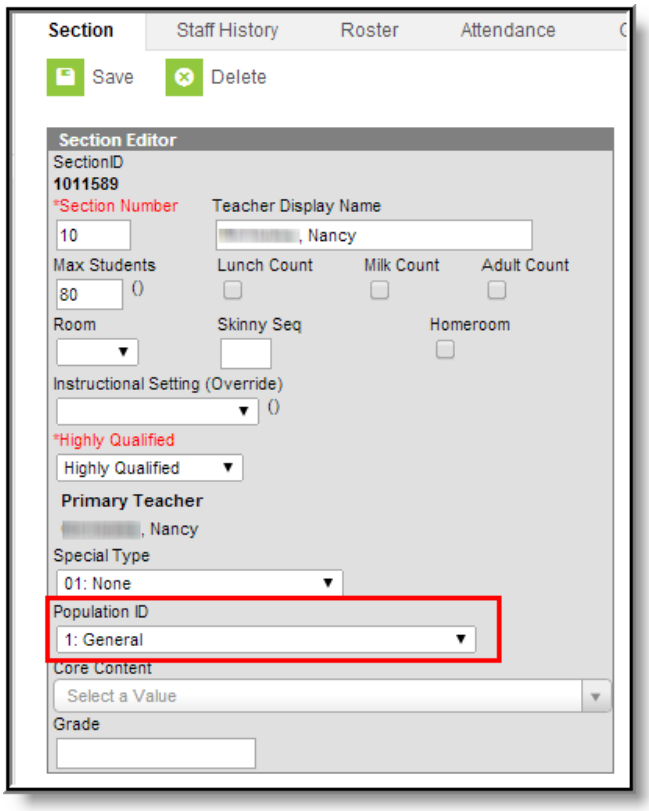


Image 22: Scheduling > Courses > Course > Section > Population ID

The Population ID can represent a type of disability, identification as a Gifted & Talented student, or another predefined category. The State of Kentucky uses Population ID data to determine what populations are served in a given class and to coordinate qualified staff with those populations.

Rules for Population ID Logic:

1. The POPID field will display ONLY POPIDs from students who are enrolled on the last day of the class.
    - If the LEAD extract is run for a time frame that does not correspond to the terms of a particular class, for instance, if an end date is entered that is halfway through a given term the report will still pull POPIDs from students who are enrolled on the last day of that class.
2. The LEAD extract will also only report POPIDs that are active on that last day of the class.
3. Special Ed POPIDs are calculated based on the following:
    - The student must have a locked IEP with a date range valid during the term(s) applicable to the class section being reported.
    - If a student has more than one locked IEP, with a date range valid at any time during the term(s) applicable to the class section being reported, the most recent locked IEP will determine which POP ID reports.
    - If a student has an Enrollment > Special Ed Exit Date which takes place at any time before or during the terms applicable to the section being reported, the student will not report a Special Ed POPID. If the student does not qualify for any other POPID criteria during the applicable terms the student's POPID will be considered "01".
        - Special Ed Exit Dates which take place after the applicable terms are ignored.
    - CSR documents are not used to determine if a student has a Special Education Status for the purpose of the LEAD Report.

- Special Ed Status (Student Information > Special Ed > Documents > IEP > Enrollment > Status) is not considered in the logic of the report.

4. If the roster is equal to zero (no students are scheduled into the section), the Population ID field on the section tab should be selected with the option that would best represent the students enrolled in the section. If the Population ID field is blank, the extract displays '5000'. If the Population ID is NOT blank and no students are scheduled in the section, the extract displays the code associated with Population ID field.
5. If the roster is NOT equal to zero, the Population ID on the extract is calculated by identifying each student and determining which population(s) the student represents. A student may represent more than one category.
   - Each Population ID will appear only once for a given section on the LEAD extract. For example, a class with three students (two active EL, one active Gifted and Talented) will report POPID 22 and 16. 22, the EL POPID, will appear only once to represent that population of two students.
6. The "01: General" POPID category is triggered for students who do not trigger any other POPID. If 2 students are enrolled in a class, and one is classified as General and one is classified as EL, the report will show 01 for the general student and 22 for the EL student (2 POPIDs will show).
   - The POPID 01 cannot be triggered by a single student in concert with another POPID. For example, if a student has an active EL record, they will trigger POPID 22 - they will no longer trigger POPID 01.

7. A single student can trigger multiple POPIDs (except 01 as noted above). For example, a student with an active Gifted & Talented record and an active EL record will trigger 16 and 22 (2 POPIDS will show).

Population ID Codes

Special Education POPIDs are highlighted below, see rule #3 above for how Special Ed POPIDS are calculated.

Codes highlighted in green are considered general population ID codes. A single student can only be considered POPID 01 if they do not meet the criteria for any other population ID codes.

Codes highlighted in blue are considered special population ID codes. A single student can trigger multiple special population ID codes.

Code	Description	GUI Location	**Business Rule**
01	General	If none of the options below are applicable, display 01.	If no students in the section qualify for another POPID, display ’01'.

Code	Description	GUI Location	**Business Rule**
02	Specific Learning Disability	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 10: Specific Learning Disability.
03	09: Other Health Impaired	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 09: Other Health Impaired.
04	01: Mild Mental Disability	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 01: Mild Mental Disability.
05	02: Functional Mental Disability	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 02: Functional Mental Disability.
07	12: Multiple Disabilities	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 12: Multiple Disabilities.
08	08: Orthopedically Impaired	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 08: Orthopedically Impaired.
09	04: Hearing Impaired	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability elected on IEP enrollment screen as 04: Hearing Impaired.

Code	Description	GUI Location	**Business Rule**
10	06: Visually Impaired	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 06: Visually Impaired.
11	15: Developmentally Delayed	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 15: Developmentally Delayed.
12	05: Speech Impaired	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 05: Speech Impaired.
13	13: Autistic	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 13: Autistic.
14	14: Traumatic Brain Injury	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 14: Traumatic Brain Injury.
16	Gifted	Student Information > General > Gifted and Talented > Gifted Category not NULL	At least one student in section must have a gifted record with start/end dates that overlap the last day of the section.
17	07: Emotional Behavior Disability	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 07: Emotional Behavior Disability.

Code	Description	GUI Location	**Business Rule**
19	Preschool	Student Information > General > Enrollments > Grade Level = 95-99 (19)	At least one student in section must be enrolled in state grade= 95, 96, 97, 98, or 99 on the last day of the section.
20	Migrant	Student Information > general > Program Participation > Migrant	At least one student in the section is considered a Migrant. • A student is considered migrant for an enrollment, if the enrollment dates overlap a migrant record that is active for the migrant education year (9/1-8/31). ◦ migrant.lastQualifyingArrivalDate <= 08/31 of endYear AND migrant.eligibilityExpirationDate >= 09/01 of endYear - 1 ◦ enrollment.endDate >= migrant.lastQualifyingArrivalDate AND enrollment.startDate <= migrant.eligibilityExpirationDate ▪ If enrollment.enddate is null, use the earliest of last instructional day or current date
21	Alternative	Student Information > General > Attendance Group = AP: Alternative Placement	At least one student in the section must have an attendance group of AP: Alternative Placement for a date range which overlaps the last day of the section.

Code	Description	GUI Location	**Business Rule**
22	EL Students	Student Information > Program Participation > English Learners (EL) > EL > Program Type = EL Student Information > Program Participation > English Learners (EL) > EL Services Student Information > Program Participation > English Learners (EL) > EL Accommodations	At least one student in section must have: • An EL record with a status of EL or Exited EL ◦ If the status is Exited EL, the Exit Date is >= the Section Start Date. • At least one Service AND one Instructional Accommodation valid on the last instructional day of the section. The selection of PR: Parent/Guardian refusal for services checkbox on the EL tab for the student will cause the student to no longer trigger POPID 22 (EL), regardless of what other checkboxes are selected. The student will be considered POPID “01” unless other POPID criteria exist.
23	11: Deaf/Blind	Student information > General > Special Ed > Documents> most recent active, locked IEP > Primary Disability	At least one student in section must have Primary Disability selected on IEP enrollment screen as 14:Traumatic Brain Injury.
24	Home/Hospital	Student Information > General > Attendance Group = HH: Home/Hospital	At least one student in section must be assigned the Attendance Group HH: Home/Hospital for a date range which overlaps the last day of the section.

Core Content Codes

▸ Click here to expand...

Content Number	Description
204	Advanced Topics in Mathematics
365	Adviser/Advisee (6-12)
247	Ag. Environmental Technology
520	Agribiology for Life Science Credit
124	Agriculture
550	Agricultural Math for the Math Elective Requirement
521	Agriscience for Life Science Credit

Content Number	Description
125	Air Conditioning Technology
34	Algebra I
35	Algebra II
93	American Sign Language
369	American Studies
46	Analytic Geometry
9	Anatomy and Physiology
174	Anthropology
10	AP Biology
199	AP Calculus
31	AP Chemistry
214	AP Computer Science
211	AP English
192	AP Environmental Science
216	AP European History
392	AP French
394	AP German
220	AP Government
371	AP History of Art
16	AP Physics
219	AP Psychology
397	AP Spanish
197	AP Statistics
390	AP Studio Art (2-D Design)
373	AP Studio Art Drawing
372	AP Studio Art General
383	AP U.S. Government and Politics
218	AP U.S. History
217	AP World Geography
40	Applied Mathematics
549	Arabic
76	Art
72	Arts/Humanities/History of Visual/Performing Arts

Content Number	Description
21	Astronomy
127	Automotive Technology
182	Aviation Technology
79	Band
30	Biochemistry
2	Biology
538	Board Approved Elective
5	Botany
71	Broadcast Journalism
128	Building and Apartment Maintenance
111	Business
522	Business Econ/Econ Credit within Social Studies
39	Calculus
341	Career Choices, Middle School
343	Career Options, High School
27	Chemistry
167	Chinese
80	Choral Music
108	Civics
126	Collision Repair and Refinish Technology
280	Commercial Foods
155	Commercial/Recreational Small Engine Technology
70	Composition
130	Computer Aided Drafting
524	Computer Aided Drafting for Geometry Req
131	Computer and Technology Applications (Advanced)
508	Computer Laboratory
376	Conducting (Instrumental)
375	Conducting (Vocal)
357	Construction Technology for Industrial Ed. Credit
525	Construction Technology/Geometry for Geometry Req
523	Consumer Econ/Econ within Social Studies

Content Number	Description
43	Consumer Mathematics
132	Cosmetology
363	Cross-Age Tutoring
133	Culinary Skills
380	Dance
61	Debate
539	Dental
296	Desktop Publishing
134	Diesel Technology
179	Drafting
66	Drama
51	Driver and Traffic Safety Education
17	Earth Science
18	Earth-Space Science
6	Ecology
103	Economics
135	Electrical Technology
136	Electronics Technology
160	Elementary Education
541	EMS Training
542	Engineering Technology
161	English as a Second Language
56	English I
57	English II
58	English III
59	English IV
53	English Language Arts
24	Environmental Science
545	Environmental Technology
195	Extended Topics in Algebra (Data and Measurement)
112	Family and Consumer Sciences

Content Number	Description
532	FCS Life Skills/Health for Health Credit
550	Financial Literacy for the Math Elective Requirement
198	Finite/Discrete Mathematics
176	Fire Service Technology
178	Food Service
518	Forensic Science
88	French
42	General Mathematics
107	Geography
22	Geology
37	Geometry
90	German
517	Global Issues
170	Greek
48	Health Education
140	Health Sciences (CTE)
536	Health/Wellness for Health Comp within Health Req
544	Heavy Equipment Operation
543	Heavy Highway Construction
94	Hebrew
386	Human Geography
109	Humanities (Social Studies)
297	Industrial Automation Technology
298	Industrial Chemical Technology
299	Industrial Electronics Technology
143	Industrial Maintenance Technology
515	Informal Geometry
144	Information Technology
29	Inorganic Chemistry
164	Instrumental Music
209	Integrated Health and Physical Education (6-12)
200	Integrated Mathematics 1

Content Number	Description
201	Integrated Mathematics 2
202	Integrated Mathematics 3
203	Integrated Mathematics 4
168	Integrated Science 1
171	Integrated Science 2
177	Integrated Science 3
185	Integrated Science 4
513	Intro to Chemistry and Physics
531	Intro to Engineering/Phy Science Elective Credit
348	Introduction to Communication
169	Italian
95	Japanese
85	Jazz/Stage Band
62	Journalism
100	Kentucky Studies
91	Latin
510	Law and Justice
175	Law Enforcement
313	Leadership Dynamics
172	Library
26	Life Science
546	Life Skills (Special Education)
502	Literacy
146	Machine Tool Technology
147	Major Appliance Technology
360	Manufacturing Technology
7	Marine Biology
148	Marketing
149	Masonry
526	Math/Business/Industry for Math Elective Req
32	Mathematics
293	Medicaid Nurse Aid
527	Medical Sci for Life Sci Comp within Sci Req

Content Number	Description
151	Metal Fabrication
187	Microbiology
193	Middle School Mathematics (General)
173	Military Science (JROTC)
181	Mining
552	Money skills for the Math Elective Requirement
152	Multimedia Technology
78	Music
82	Music History
81	Music Keyboard
64	Newspaper
507	Non-instructional content
3	Nutrition
528	Nutrition/Food Sci Life Sci Comp within Sci Req
20	Oceanography
86	Orchestra
28	Organic Chemistry
347	Pathway to Careers
364	Peer Tutoring
65	Photojournalism
49	Physical Education
23	Physical Science
11	Physics
300	Plastics Technology
180	Plumbing Technology
106	Political Science
113	Practical Living/Life Skills for Elective Credit
41	Practical Mathematics
516	Pre-Algebra
38	Pre-Calculus
548	Pre-Engineering

Content Number	Description
366	Principles of Technology (Applied Physics)
301	Printing Technology
196	Probability/Statistics
98	Programming (Advanced)
105	Psychology
55	Reading
184	Remedial Mathematics
129	Residential/Commercial Carpentry
302	Residential/Commercial Electricity
92	Russian
99	Social Studies
104	Sociology
19	Soil Science
89	Spanish
304	Special Topics in Industrial Education
547	Speech Therapy
60	Speech/Oral Communication (English)
999	Study Skills
122	Technology Education (CTE)
303	Telemedia Technology
84	Theory of Music
255	Touch Keyboard
45	Trigonometry
221	U.S. History
509	Varies
157	Visual Communication Art Technology
165	Vocal Music
308	Web Page Design
158	Welding
159	Wood Manufacturing Technology
102	World Civilization
385	World History

Content Number	Description
69	Writing
63	Yearbook
4	Zoology