

# Class Schedule File (Oregon)

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Tool Search: Class Schedule

The Class Schedule File collects information for all students scheduled into instructional classes in grades K-12 at any time during the entered date range. Students must have a Student State ID and be scheduled into the class for a minimum of 10 consecutive instructional days to report.

Class Schedule File ☆
Reporting > OR State Reporting > Class Schedule File

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**Instructions** +

**Setup** +

**Report Options** -

**Report Type \***

Class Schedule (current) ▾

**Start Date \***

07/01/2010 📅

**End Date \***

06/30/2011 📅

**Include partial SSN**

**Exclude Cross-Site Data**

**Ad Hoc Filter**

No Filter ▾

**Output Options** -

**Report Processing**

Generate Now

Submit to Batch Queue

**Format Type**

HTML

CSV

[Generate](#)

*Class Schedule File*

**Read** - View, select options and generate the Class Schedule File.

**Write** - N/A

**Add** - N/A

**Delete** - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

This report might look different to some of the other available Oregon reports. Product-wide initiatives are being made throughout the product to improve technology and increase accessibility.

# Report Logic

The Class Schedule File Collection uses information from the Instructional Unit Identifier (IUID), Unique Staff Identifier (USID), and Secure Student Identifier (SSID) Collections. This means the IUID, SSID, and USID extracts must have successfully been submitted to the Department of Education prior to the Class Schedule File submission.

This report links teachers and students with instructional courses and identifies which students and courses are taught by each teacher.

One record per reportable section that has at least one reportable teacher per reportable student/roster reports.

- All students **MUST** have an SSID number and their SSID record must be updated for the current reporting year.
- All Staff **MUST** have a USID number and their USID record must be updated for the current reporting year.
- Institutions must submit the sections needed for Staff Assignment to the IUID Collection prior to submitting Staff Assignment data.

Section Roster records do **NOT** report when:

- The school is marked as **Exclude**.
- The calendar is marked **Exclude**.
- Enrollments are marked as **No Show** or **State Exclude**.
- Students are enrolled in a grade level that is marked as **Exclude**.
- Course Sections are marked as **Exclude from State Reporting**.
- District Assignment records are marked as **Exclude**.

Course Sections must have the following in order to report:

- Instructional Unit ID is assigned to the section.
- SCED Subject Area and SCED Identifier need to be assigned to the Course.
- At least one student scheduled into it on at least one date within the reporting range.
- Be active on at least one date during the reporting range in which the student is scheduled.
- The Course of the section must be marked Active.
- Meets in an instructional period.
- Meets for more than 10 days.

Courses assigned a Class Type (special Code) of the following **DO NOT** report:

- PKC (Pre-kindergarten Course)
- CCC (Community College Course)
- COLL (College Course)
- UNIV (University Course)
- NON (Non-instructional Course)

Students must be assigned a State Student ID (SSID) **AND** be scheduled for at least 10 consecutive instructional days during the school year in order to report. When students withdraw from a class

and then re-enroll in the same class report with one record for each 10 instructional days or more period of enrollment.

Teachers must have a Staff State ID (USID) AND have an active District Assignment selected on the Section Staff History record with a Role that is NOT NSR (Not State Reported).

*District Assignment Title Field Populates the District Assignment Field on the Section Staff History Record*

# Report Editor

Data Element	Description
<b>Setup</b>	
<b>Search Calendars</b>	Search field to narrow the list of calendars to select. Use the Expand All/Collapse All. Place a checkbox next to the desired school and calendars.
<b>Show Active Year Only</b>	When set to ON, only those calendars for the current school year are available for selection. When set to OFF, all calendars from all school years are available for selection.
<b>Report Options</b>	
<b>Report Type</b>	The <b>Class Schedule</b> report type is the only available option.
<b>Start Date</b>	Entered date reflects the start of the reporting range in which data reports. This field defaults to July 01 of the school start year.
<b>End Date</b>	Entered date reflects the end of the reporting range in which data reports. This field defaults to June 30 of the school end year.
<b>Include Partial SSN</b>	When marked, the last four fields of the student's and staff person's Social Security number are included in the report when the Social Security number is available on the staff person's Demographic record.

Data Element	Description
<b>Exclude Cross-Site Data</b>	When marked, staff information for Cross-Site Enrollment courses is not included in the report. Cross-Site Enrollment is a new tool coming soon. Watch the <a href="#">Cross-Site Enrollment video</a> for more information.
<b>Ad hoc Filter</b>	Select which students to include in the extract by choosing a filter that was created in the Filter Designer. Only those students included in the filter are included in the report.
<b>Output Options</b>	
<b>Report Processing</b>	To generate the report immediately, select <b>Generate Now</b> option. To choose when the report generates, use the <b>Submit to Batch</b> option. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the <a href="#">Batch Queue</a> article for more information.
<b>Format Type</b>	Determines in which format the report generates - CSV or HTML.

# Generate the Report

1. Search for and select the desired **Calendars**.
2. Select the desired **Report Type**.
3. Enter the desired **Start and End Dates**.
4. Mark the **Include Partial SSN** to include Social Security numbers in the report.
5. Mark the **Exclude Cross-Site Data** to ignore all Cross-Site Enrollment Courses.
6. Choose an **Ad hoc Filter** to return just the course and staff information included in the selected filter.
7. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
8. Select the desired **Format Type**.
9. Click **Generate**. The report displays in the selected format.

ChkDgntInstretUnitID	DistInstID	SchlInstID	CrsCd	ChkDgntSdntID	SdntLgltNm	ChkDgntStrfID	StrfNm	PatnCd	SdntStrtDtTst	SdntEndDtTst	TchrStrtDtTst	TchrEndDtTst	ClsRmID	ClsPrd	ClsRstrFlt	CourseN
0000234234	0000002147	0000000818	000000	0012345678	Student	0000123456	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000016	000000000000000000000012346		ADBIO1 Honors Biology
0000234234	0000002147	0000000818	000000	0023456789	Student	0000123456	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000016	000000000000000000000012346		ADBIO1 Honors Biology
0000234234	0000002147	0000000818	000000	0034567890	Student	0000123456	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000016	000000000000000000000012346		ADBIO1 Honors Biology
0004654654	0000002147	0000000818	000000	0045678901	Student	0000234568	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000004	0000000000000000000000003		H01001 Language Arts 1
0004654654	0000002147	0000000818	000000	0056789012	Student	0000234568	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000004	0000000000000000000000003		H01001 Language Arts 1
0004654654	0000002147	0000000818	000000	0067890123	Student	0000234568	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000004	0000000000000000000000003		H01001 Language Arts 1

Class Schedule File (2024-25 Format) - HTML Format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	ChkDigitInstrctUnitID	DistInstID	SchllnstID	CrsCd	ChkDigitStdntID	StdntLgLNm	ChkDigitSftID	SftLNm	PstrnCd	StdntStrDtTst	StdntEndDtTst	TchrStrDtTst	TchrEndDtTst	ClsRmID	ClsPrd	ClsRstrFill
2	0000234234	000002147	000000818	000000	12345678	Student	123456	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000016	0000000000000000000012346	
3	0000234234	000002147	000000818	000000	23456789	Student	123456	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000016	0000000000000000000012346	
4	0000234234	000002147	000000818	000000	34567890	Student	123456	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000016	0000000000000000000012346	
5	0004654654	000002147	000000818	000000	45678901	Student	234567	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000004	000000000000000000000003	
6	0004654654	000002147	000000818	000000	56789012	Student	234567	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000004	000000000000000000000003	
7	0004654654	000002147	000000818	000000	67890123	Student	234567	Staff	OP	08282023	06132024	08282023	06132024	000000000000000000000004	000000000000000000000003	
8																
9																
10																

Class Schedule File (2024-25 Format) - CSV Format

# Report Layout

Data Element	Description	Location
<b>ChkDigitInstrctUnitID</b>	<p><b>Check Digit Instructional Unit ID</b> Reports the Instructional Unit ID number entered on the Course Section.</p> <p>When the value is less than 10 digits, zeros are added at the front of the number to get to 10 digits.</p> <p><i>Numeric, 10 digits</i></p>	Section Information > Instructional Unit ID Section.stateCode
<b>DistInstID</b>	<p><b>District Institution Identifier</b> Reports the State District Number.</p> <p><i>Numeric, 10 digits</i></p>	District Information > State District Number District.number
<b>SchllnstID</b>	<p><b>School Institution Identifier</b> Reports the State School Number.</p> <p><i>Numeric, 10 digits</i></p>	School Information > State School Number School.stateNumber
<b>CrsCd</b>	<p><b>Course Code</b> Reports the concatenated value of the SCED Subject Area plus SCED Identifier.</p> <p>When the combined value is NOT six digits, additional zeros are added to the front of the number.</p> <p><i>Numeric, 6 digits</i></p>	Course Information > NCES Data > SCED Subject Area, SCED Identifier Course.scedSubjectArea Course.scedCourseID
<b>ChkDigitStdntID</b>	<p><b>Secure Student Identifier (SSID)</b> Lists the student's state-issued identification number.</p> <p><i>Numeric, 10 digits</i></p>	Demographics > Person Identifiers > Student State ID Person.stateID

Data Element	Description	Location
<b>StdntLgILNm</b>	<p><b>Student Legal Last Name</b> Reports the student's legal last name.</p> <p>When the Legal Last Name field is not populated, information reports from the Last Name field.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>

Data Element	Description	Location
<b>ChkDigitStfID</b>	<p><b>Unique Staff Identifier</b></p> <p>Lists the staff person's state-issued identification number.</p> <ul style="list-style-type: none"> <li>• When only one teacher is linked to the class (section) of record via Section Staff History, that teacher's Staff State ID reports.</li> <li>• When more than one teacher is linked to the class (section) of record via Section Staff History, the Staff State ID reports based on this hierarchy:               <ul style="list-style-type: none"> <li>◦ Teacher where Role = TOR (Teacher of Record)</li> <li>◦ Teacher where Role = TMT (Team Teacher)</li> <li>◦ Teacher where Role = COL (College Instr/Prof)</li> <li>◦ Teacher where Role = LTS, (Long Term Sub)</li> <li>◦ Teacher where Role = STU (Student Teacher)</li> <li>◦ Teacher where Role = STS (Short Term Sub)                   <ul style="list-style-type: none"> <li>▪ When more than one teacher has the same Role , the Teacher that is <b>active on the extract editor end date based</b> on schedule placement reports.                       <ul style="list-style-type: none"> <li>▪ When more than one teachers are active on that date, reports first entered.</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p><i>Numeric, 10 digits</i></p>	Demographics > Person Identifiers > Staff State ID Person.staffStateID

Data Element	Description	Location
<b>StfLNm</b>	<p><b>Staff Last Name</b> Reports the staff person's legal last name.</p> <p>When the Legal Last Name field is not populated, information reports from the Last Name field.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>
<b>PstnCd</b>	<p><b>Position Code</b> Reports the code of the Title selected on the reporting teacher's District Assignment record when it is linked to the Section Staff History record.</p> <p>When it is not selected, a value of 00 reports.</p> <p><i>Numeric, 2 digits</i></p>	<p>District Assignments &gt; Title EmploymentAssignment.title</p>
<b>StdntStrtDtTxt</b>	<p><b>Student Start Date</b> Reports the first instructional date the student was actively scheduled into that course.</p> <p>When the student's start date falls on a non-instructional date, the first instructional date after the student's start date reports.</p> <p><i>Date field, 8 digits (MMDDYYYY)</i></p>	<p>Section Roster &gt; Start Date Roster.startDate</p>
<b>StdntEndDtTxt</b>	<p><b>Student End Date</b> Reports the last instructional date the student was actively scheduled into that course.</p> <p>When the student's end date falls on a non-instructional date, the last instructional date prior to the student's end date reports.</p> <p><i>Date field, 8 digits (MMDDYYYY)</i></p>	<p>Section Roster &gt; End Date Roster.endDate</p>



Data Element	Description	Location
<b>TchrStrtDtTxt</b>	<p><b>Teacher Start Date</b> Reports the first instructional date the reporting staff was actively scheduled to teach the class.</p> <p>This reports from the Section Staff History Start Date. When that date is not populated, the first instructional date of the class based on the schedule placement reports.</p> <p>When the Section Staff History Start Date is a non-instructional day, the first instructional date after the staff's Section Staff History start date reports.</p> <p><i>Date field, 8 digits (MMDDYYYY)</i></p>	<p>Section Staff History &gt; Start Date</p> <p>SectionStaffHistory.startDate</p>
<b>TchrEndDtTxt</b>	<p><b>Teacher End Date</b> Reports the last instructional date the reporting staff was actively scheduled to teach the class.</p> <p>This reports from the Section Staff History End Date. When that date is not populated, the last instructional date of the class based on the schedule placement reports.</p> <p>When the Section Staff History End Date is a non-instructional day, the last instructional date prior to the staff end date reports.</p> <p><i>Date field, 8 digits (MMDDYYYY)</i></p>	<p>Section Staff History &gt; End Date</p> <p>SectionStaffHistory.endDate</p>
<b>ClsRmID</b>	<p><b>Classroom Identifier</b> Reports the Room name in which the course section is scheduled.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Section Information &gt; Room</p> <p>Room.name</p>

Data Element	Description	Location
<b>ClsPrd</b>	<p><b>Class Period</b> Reports the identifier for the period in which the course is scheduled.</p> <p>Based on the Section Schedule placement, reports all Periods in which the class is scheduled as a string of alphanumeric and numeric values.</p> <ul style="list-style-type: none"> <li>• When the reporting section is scheduled for Period 1 on A days and Period 4 on B days where these periods are named as 1 and ADV on the calendar, the value of 1ADV reports.</li> <li>• When the reporting section is scheduled for both AM and PM on the calendar. The value of AMPM reports.</li> </ul> <p>Period names are concatenated based on the Section Schedule Placement.</p> <p><i>Alphanumeric, 20 characters</i></p>	Data not stored
<b>ClsRstrFill</b>	<p><b>Class Roster Fill</b> N/A</p>	N/A
<b>Course Name</b>	<p>Reports the concatenated value of the Course Number plus the Course Name.</p> <p>This ONLY reports in the HTML format and is available for debugging purposes.</p> <p><i>Alphanumeric, 30 characters</i></p>	Course Information > Name Course.name
<b>Section Number</b>	<p>Reports the Section number.</p> <p>This ONLY reports in the HTML format and is available for debugging purposes.</p> <p><i>Numeric, 10 digits</i></p>	Section Information > Number Section.number