

Program Enhancement Teachers (LCS)

Last Modified on 06/23/2025 3:49 pm CDT

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Tool Search: NC LCS Collection

As part of the [Legislative Class Size Collection](#), the Program Enhancement Teacher Report Type reports the following:

- Total number of program enhancement teachers in every grade, at every school.
- The course name and number for each program enhancement section being taught.
- The number of students assigned to the class, including all exceptions to individual class size maximums in kindergarten through third grade that exist at that time.

For the purposes of this subdivision, program enhancement teachers are teachers who teach any of the following:

- Arts disciplines, including dance, music, theater, and the visual arts.
- Physical education and health programs.
- World languages.

This report is available in both District Edition and State Edition.

See the [NC Legislative Class Size](#) article for information on required data setup, report logic, tool rights, and more.

NC LCS Collection ☆ Reporting > NC State Reporting > NC LCS Collection

Instructions +

Setup +

Report Options -

Report Type *
Program Enhancement Teachers ▾

Grade Level Grouping *
K-13 ▾

Only return classes with 0 students
☐

Exclude Cross-Site Data
☒

Snapshot Date *
09/03/2024 📅

Snapshot Period *
Fall ▾

Output Options -

Report Processing
☒ Generate Now
☐ Submit to Batch Queue

Format Type
☐ HTML
☒ CSV

Generate **Review** **Submit Verification**

LCS Program Enhancement Teachers Editor

Report Logic

One record reports per unique Lead Teacher, Section combination. The Course must contain a reportable State Course Code. The Course Section must be actively scheduled, and the Lead Teacher must be actively teaching the class on the Snapshot Date selected on the extract editor.

The Lead Teacher is determined by:

- The Primary Teacher assigned to the section on the [Section Staff History](#) tool as of the Snapshot Date.

Section Staff History ☆ Scheduling & Courses > Courses > Section Staff History

20052205-2 Math Grade 5 Teacher: Staff, Birdie Related Tools ^

Save **Delete** **New Primary Teacher** **New Teacher** **New Section Staff**

| Type | Assignment Start | Assignment End | Access Start | Access End | District Assignment | Role |
|-----------------|------------------|----------------|--------------|------------|---------------------|------|
| Primary Teacher | | | | | | |
| Staff, Birdie | | | | | | |

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

Staff History Detail

Primary Teacher

Name: Staff, Birdie District Assignment: Role:

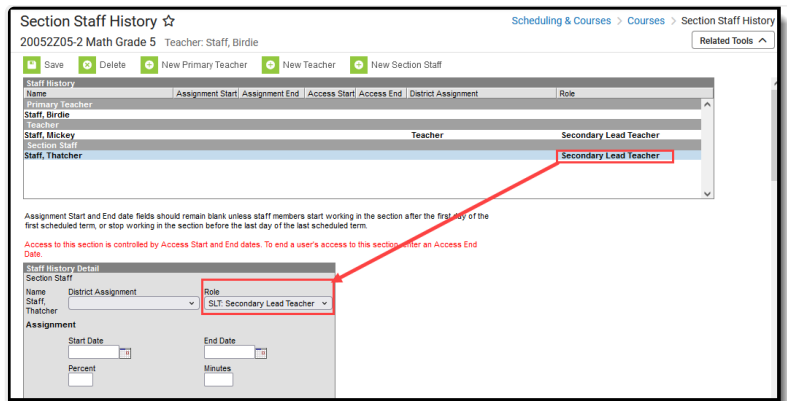
Assignment

Start Date: End Date:

Percent: Minutes:

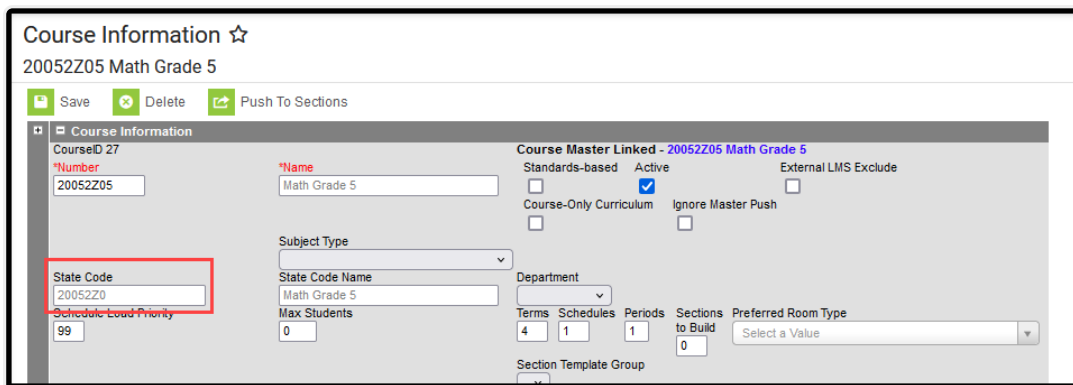
Primary Teacher Display

- The Teacher or Section Staff with a role of Secondary Lead Teacher assigned to the section on the Section Staff history tool as of the snapshot date.



Secondary Teacher Display

To report, the **State Code** field on the Course Information MUST start with 5 or 6. State Course Codes that start with a 1 report ONLY when the Department of the Course is 'World Lang' (World Languages).



State Code field on Course Information

To report, the Course Section must have at least one student scheduled on the Snapshot Date.

- Scheduled students must have a **State Student ID**.
- At least one active Enrollment record is NOT marked as No Show or State Exclude.
- The Calendar of Enrollment is NOT marked as State Exclude.
- The enrollment Grade Level is NOT marked as State Exclude.

Report Editor

| Data Element | Description |
|-------------------------|---|
| Setup | |
| Search Calendars | Search field to narrow the list of calendars to select. Use the Expand All/Collapse All. Place a checkbox next to the desired school. |

| Data Element | Description |
|--|---|
| Show Active Year Only | 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. |
| Report Options | |
| Report Type | Indicates which LCS report generates. For this instance, select Program Enhancement Teachers . |
| Grade Level Grouping | Indicates which grade levels are included. For the Program Enhancement Teachers report, the only option is K-13 . |
| Only return classes with 0 students | When marked, only those course sections with no students scheduled into them are included in the report. When submitting the data to the state, this field should not be selected. This option does not display for State Edition. |
| Exclude Cross-Site Data | When marked, Cross-Site Enrollment courses are not included in the report. This option displays when the Cross-Site Enrollment Participation field on the District Information record is set to an option other than Disable. This option does not display for State Edition. |
| Snapshot Date | Indicates the date the report was generated. |
| Snapshot Period | Indicates from which time of year the report applies. <ul style="list-style-type: none"> Fall (using an end of September snapshot date) Spring (using an end of February snapshot date) No Snapshot (Unofficial) <p>Fall and Spring are official data collections and are submitted to the state. No Snapshot period is used for reviewing data outside of the state submission process.</p> |
| Output Options | |

| Data Element | Description |
|--------------------------|---|
| Report Processing | <p>To generate the report immediately, select the Generate Now option. To choose when the report generates, use the Submit to Batch option. Submit to Batch is useful when generating the report for several calendars or for reporting more significant amounts of data being reported. See the Batch Queue article for more information.</p> <p>Districts need to follow these steps:</p> <ol style="list-style-type: none"> 1. Generate the report to create a snapshot of data. 2. Select the same information as chosen when generating the report, but now choose Review. This pulls the data from the previously created snapshot. 3. Submit the reviewed data to the state using the Submit Verification option. |
| Format Type | Determines in which format the report generates - CSV or HTML. |

District Edition Report Generation

Generate the Report

1. Search for and select the desired **Calendars**.
2. Select **Program Enhancement Teachers** from the **Report Type** field.
3. Verify the **Grade Level Grouping** is set to **K-13**.
4. Mark the **Only return classes with 0 students** checkbox, if desired.
5. Mark the **Exclude Cross-Site Data** checkbox, if desired.
6. Enter the appropriate **Snapshot Date**.
7. Select the appropriate **Snapshot Period**.
8. Select **Generate Now** to generate the report immediately or select **Submit to Batch Queue** to choose when the report generates.
9. Select the desired **Format Type**.
10. Click **Generate**. The report displays in the selected format.

| Program Enhancement Teachers Review Records:1 | | | | | | | | | | | | | |
|---|------------|----------------|---------------|-------------|-----------------|-------------------|------------|----------------|-----------------|-----------|-----------------------|---------------------|-----------------------|
| Year | PSU Number | LEA Name | School Number | School Name | Course State ID | Course Name | Staff UID | Teacher Name | Snapshot Period | Submitted | Generated By | Generated Time | Verified By |
| 2024 | 090 | County Schools | 090324 | Primary | 2000ZZ0 | Math Kindergarten | 7955368614 | Samuel G Staff | F | 1 | Administrator, System | 09/09/2024 03:28 PM | Administrator, System |

Program Enhancement Teacher - HTML Format

Review the Report

Follow the procedures above, selecting the same calendar and extract editor options. Instead of choosing Generate, choose **Review**. This pulls data from the snapshot previously created; if changes were made to enrollment records or attendance data between the snapshot's first creation and the date the data was reviewed, those changes are not reflected in the review results.

The Generate step creates a snapshot of data as it was on the day it was generated. This Review step uses that snapshot data.

Submit Verification

Once the data has been generated and reviewed, submit that data to the state. A Success Message displays, indicating the LCS Program Enhancement Teachers report has been submitted.

Once **Submit Verification** is selected, data is sent to the State, and no further changes can be made.

State Edition Report Generation

Once the data has been submitted by the districts, State Edition users review the data from the districts. Selected data must match the same values the districts used when submitting the data.

1. Search for and select the desired **Calendars**.
2. Select **Program Enhancement Teachers** from the **Report Type** field.
3. Verify the **Grade Level Grouping** is set to **K-13**.
4. Enter the appropriate **Snapshot Date**.
5. Select the appropriate **Snapshot Period**. This needs to be the same Snapshot Period the district used.
6. Select **Generate Now** to generate the report immediately or select **Submit to Batch Queue** to choose when the report generates.
7. Select the desired **Format Type**.
8. Click **Review**. The report displays in the selected format showing the data submitted from the district.

Report Layout

| Data Element | Description | Location |
|-------------------|---|--|
| Year | <p>Reports the end year of the school year selected for report generation.</p> <p>For the school year 2024-2025, a value of 2025 reports.</p> <p><i>Numeric, 4 digits</i></p> | <p>School Year Setup > School Year Detail > End Year</p> <p>Calendar.endYear</p> |
| PSU Number | <p>Reports the State District Number.</p> <p><i>Numeric, 3 digits</i></p> | <p>District Information > District Detail > State District Number</p> <p>District.number</p> |

| Data Element | Description | Location |
|------------------------|--|--|
| LEA Name | Reports the Name of the district. <i>Alphanumeric, 15 characters</i> | District Information > District Detail > Name District.name |
| School Number | Reports the State School Number. <i>Numeric, 6 digits</i> | School Information > School Detail State School Number School.number |
| School Name | Reports the Name of the school. <i>Alphanumeric, 15 characters</i> | School Information > School Detail > Name School.name |
| Course State ID | Reports the Course State Code for the unique Lead Teacher/Section of record. <i>Alphanumeric, 10 digits</i> | Course Information > State Code Course.stateCode |
| Course Name | Based on the Course State ID field value returned, reports the Name of the Code from the Course Code Set Up. <i>Alphanumeric, 15 characters</i> | Grading & Standards > Grading & Standards Administration > Course Code Set up |
| Staff UID | Reports the Staff State ID of the teacher of record for the Lead Teacher/Course State ID. <i>Numeric, 9 digits</i> | Demographics > Person Identifiers > Staff State ID Person.staffStateID |
| Teacher Name | Reports the concatenated value of the Last Name, Middle Initial, and First Name of the staff person reported in the previous field. All teachers entered as Primary Teachers are Lead Teachers, and only those Teachers/Section Staff entered who are marked with the Role of Secondary Lead Teacher are Lead Teachers. <i>Alphanumeric, 30 characters</i> | Demographics > Person Information > Last Name, Middle Initial, First Name. Person.lastName Person.middleName Person.firstName |

| Data Element | Description | Location |
|------------------------|---|---|
| Snapshot Period | <p>Reports the selected Snapshot Period selected on the Report Editor.</p> <ul style="list-style-type: none"> • F: Fall • S: Spring • Blank (unofficial) <p><i>Alphanumeric, 1 character (F or S)</i></p> | N/A |
| Submitted | <p>Indicates whether the data has been submitted.</p> <p>Reports a value of 1 when the report has been submitted.</p> <p><i>Numeric, 1 digit</i></p> | N/A |
| Generated By | <p>Reports the username of the last user who generated the report.</p> <p>This only populates when the user selects the Generate button.</p> <p><i>Alphanumeric, 100 characters</i></p> | <p>User Account > User Credentials > Username</p> <p>UserAccount.username</p> |
| Generated Time | <p>Lists the time the report was generated.</p> <p><i>Time field, 6 digits (HH:MM:SS)</i></p> | N/A |
| Verified By | <p>Reports the username of the last person who clicked the Submit Verification button on the report editor.</p> <p>Successfully verifying the report prevents future users from generating new data or re-verifying existing data for the same school and snapshot period combination without the state unlocking the reporting.</p> <p><i>Alphanumeric, 100 characters</i></p> | <p>User Account > User Credentials > Username</p> <p>UserAccount.username</p> |
| Verified Time | <p>Reports the time the report was submitted for verification.</p> <p><i>Time field, 6 digits (HH:MM:SS)</i></p> | N/A |

