

# Program Enhancement Teachers (LCS)

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

[Report Logic](#) | [Report Editor](#) | [District Edition Report Generation](#) | [State Edition Report Generation](#) | [Report Layout](#)

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

Snapshot Period \*

No Snapshot (Unofficial)

Grade Level Grouping \*

K-13

Only return classes with 0 students

☐

Exclude Cross-Site Data

☐

Effective Date \*

10/31/2024

Output Options -

Report Processing

☐ Generate Now
 ☒ Submit to Batch Queue

Format Type

☐ HTML
 ☒ CSV

Generate

LCS Program Enhancement Teachers Report

## Report Logic

For District Level Users:

- When 'Reporting Period' EQUALS 'Unofficial,' multiple calendars/schools can be selected from the extract editor for report reviewing.
- When 'Reporting Period' EQUALS 'Fall' or 'Spring', only one calendar/school can be selected from the extract editor for report generation, reviewing, and submission

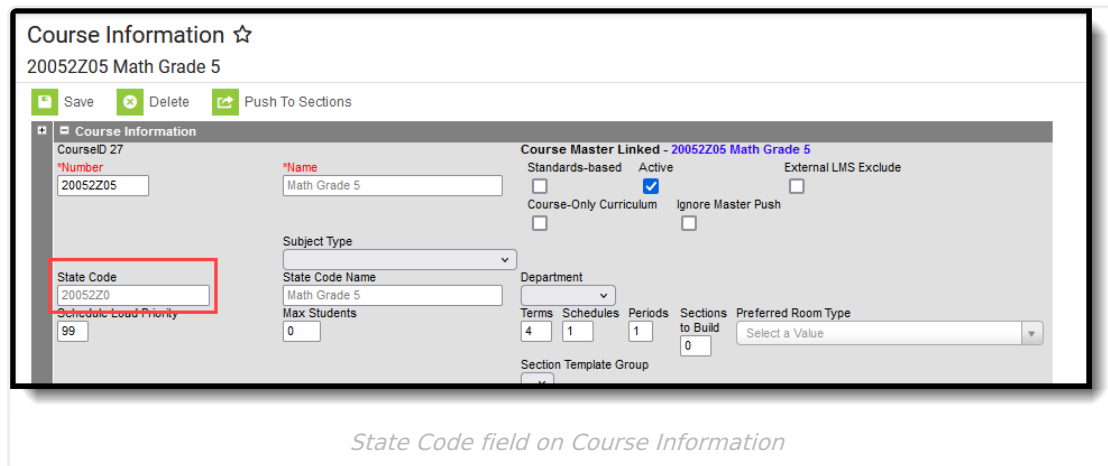
For State Level Users: Multiple calendars/schools can be selected from the extract editor for submission reviewing.

When multiple calendars are selected on the report editor, the report sorts in the following order:

1. LEA Name
2. School Name
3. Course State ID
4. Teacher Name

## Course and Course Section Setup

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.

Additional logic exists to identify Off-Site courses and not include them in the report.

When the **Section Staff History Role** is NCCC: NC Community College VPS: NCVPS, AND/OR when the **Teaching Method** selected on the Section is one of the following:

- 11: College/University Class
- 5: Internet/Virtual School
- 7: Community/Technical School

## Lead Teacher

Class sections must have at least one Lead Teacher active on the Effective Date selected in the Extract Editor to report.

- Lead Teachers must have a Staff State ID to report/count.
- All active teachers marked as a Primary Teacher on Section Staff History (dbo.SectionStaffHistory.staffType = P) report as Lead Teachers.
- Teachers entered as Secondary Staff History ONLY report/count as Lead Teachers when they are marked with a Role of Secondary Lead Teacher.

To Qualify as a Lead Teacher:

- An active teacher is marked as a Primary Teacher on Section Staff History (dbo.SectionStaffHistory.staffType = P) OR
- An active teacher is selected on Section Staff History (dbo.SectionStaffHistory.staffType = T OR SS) AND they are assigned one of the following roles:
  - TOR: Teacher of Record

- SLT: Secondary Lead Teacher

For LCS Reports that display one qualifying lead teacher per reportable section (regardless of the total number of qualifying lead teachers), the following logic is used to determine which lead teacher is chosen to report:

- All active teachers marked as a Primary Teacher on the Section Staff History (dbo.SectionStaffHistory.staffType = P) report as Lead Teachers.
- When there is no active Primary Teacher on the Section Staff History record, then an active Teacher on Section Staff History (dbo.SectionStaffHistory.staffType = T OR SS) reports as a Lead Teacher when they are assigned one of the following roles (dbo.SectionStaffHistory.role):
  - TOR: Teacher of Record
  - SLT: Secondary Lead Teacher
- When multiple active Teachers exist on Section Staff History (dbo.SectionStaffHistory.staffType = T OR SS), then the reported Lead Teacher is the Teacher with the role of TOR: Teacher of Record (dbo.SectionStaffHistory.role).
- When multiple active Teachers exist on Section Staff History (dbo.SectionStaffHistory.staffType = T OR SS) with the same roles (dbo.SectionStaffHistory.role), then the teacher with the most recent start date (dbo.SectionStaffHistory.startDate) reports as the Lead Teacher.

## 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.
<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>	Indicates which LCS report generates. For this instance, select <b>Program Enhancement Teachers</b> .
<b>Snapshot Period</b>	Indicates for what period the report was generated. Options are: <ul style="list-style-type: none"> <li>• No Snapshot (Unofficial)</li> <li>• Fall</li> <li>• Spring</li> </ul> The value chosen for the Snapshot Period determines the values in the Effective Date field.
<b>Grade Level Grouping</b>	Indicates which grade levels are included. For the Program Enhancement Teachers report, the only option is <b>K-13</b> .

Data Element	Description
<b>Only return classes with 0 students</b>	<p>When marked, only those course sections with no students scheduled into them are included in the report.</p> <p>This option displays when the Snapshot Period is set to No Snapshot (Unofficial).</p> <p><b>When submitting the data to the state, this field should not be selected.</b></p> <p>This option does not display for State Edition.</p>
<b>Effective Date</b>	<p>Indicates the date used to determine which students appear in the report.</p> <ul style="list-style-type: none"> <li>• When the Snapshot Period field is set to No Snapshot (Unofficial), a date can be entered manually for the effective date.</li> <li>• When the Snapshot Period field is set to Fall, the Effective Date is autopopulated to 10/31/YYYY, where YYYY indicates the selected calendar year. This date cannot be changed.</li> <li>• When the Snapshot Period field is set to Spring, the Effective Date is autopopulated to 02/28/YYYY, where YYYY indicates the selected calendar year. This date cannot be changed.</li> </ul>
<b>Exclude Cross-Site Data</b>	<p>This field is automatically marked to not include Cross-Site Enrollment courses in the report.</p> <p>This option displays when:</p> <ul style="list-style-type: none"> <li>• The Snapshot Period is set to No Snapshot (Unofficial).</li> <li>• The <b>Cross-Site Enrollment Participation</b> field on the <a href="#">District Information</a> record is set to an option other than Disable.</li> </ul> <p>This option does not display for State Edition.</p>
<b>Output Options</b>	

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

# District Edition Report Generation

## Step 1. Generate the Report

1. Search for and select the desired **Calendars**.
2. Select **Program Enhancement Teachers** from the **Report Type** field.
3. Select the appropriate **Snapshot Period**.
4. Verify the **Grade Level Grouping** is set to **K-13**.
5. Mark the **Only return classes with 0 students** checkbox, if desired and if it is available for selection.
6. Mark the **Exclude Cross-Site Data** checkbox, if desired and if it is available for selection.
7. Enter or verify the appropriate **Effective Date**.
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.

## Step 2. Make the necessary corrections to the data.

## Step 3. Review the Report for the same Report Period and Snapshot Date that was initially generated.

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.

## Step 4. 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. Select the appropriate **Snapshot Period**. This needs to be the same Snapshot Period the district used.
4. Verify the **Grade Level Grouping** is set to **K-13**.
5. Enter the appropriate **Effective Date**.
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
<b>Year</b>	<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 &gt; School Year Detail &gt; End Year</p> <p>Calendar.endYear</p>
<b>PSU Number</b>	<p>Reports the State District Number.</p> <p><i>Numeric, 3 digits</i></p>	<p>District Information &gt; District Detail &gt; State District Number</p> <p>District.number</p>

Data Element	Description	Location
<b>LEA Name</b>	Reports the Name of the district. <i>Alphanumeric, 15 characters</i>	District Information > District Detail > Name  District.name
<b>School Number</b>	Reports the State School Number. <i>Numeric, 6 digits</i>	School Information > School Detail State School Number  School.number
<b>School Name</b>	Reports the Name of the school. <i>Alphanumeric, 15 characters</i>	School Information > School Detail > Name  School.name
<b>Course State ID</b>	Reports the Course State Code for the unique Lead Teacher/Section of record. <i>Alphanumeric, 10 digits</i>	Course Information > State Code  Course.stateCode
<b>Course Name</b>	Based on the Course State ID field value returned, reports the <b>Name of the Code</b> from the Course Code Set Up. <i>Alphanumeric, 15 characters</i>	Grading & Standards > Grading & Standards Administration > Course Code Set up
<b>Staff UID</b>	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
<b>Teacher Name</b>	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
<b>Snapshot Period</b>	<p>Reports the selected Snapshot Period selected on the Report Editor.</p> <ul style="list-style-type: none"> <li>• F: Fall</li> <li>• S: Spring</li> <li>• Blank (unofficial)</li> </ul> <p><i>Alphanumeric, 1 character (F or S)</i></p>	N/A
<b>Submitted</b>	<p>Reports a value of 1 when the report has been submitted.</p> <p><i>Numeric, 1 digit</i></p>	N/A
<b>Generated By</b>	<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 &gt; User Credentials &gt; Username</p> <p>UserAccount.username</p>
<b>Generated Time</b>	<p>Lists the time the report was generated.</p> <p><i>Time field, 6 digits (HH:MM:SS)</i></p>	N/A
<b>Verified By</b>	<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 &gt; User Credentials &gt; Username</p> <p>UserAccount.username</p>
<b>Verified Time</b>	<p>Reports the time the report was submitted for verification.</p> <p><i>Time field, 6 digits (HH:MM:SS)</i></p>	N/A