Program Enhancement Teachers (LCS)

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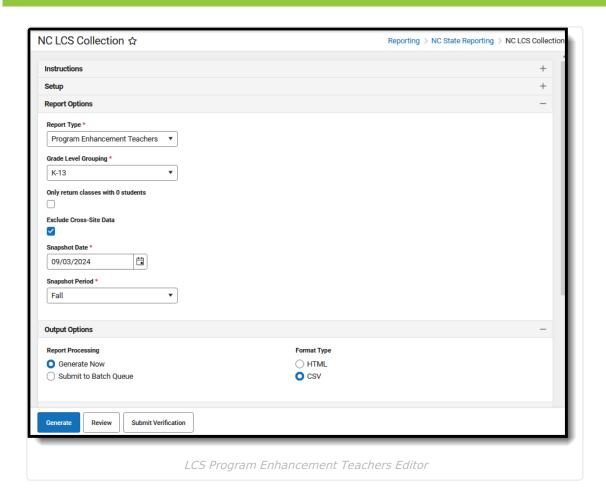
For the purposes of this subdivision, program enhancement teachers are teachers who teach any of the following:

- 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.
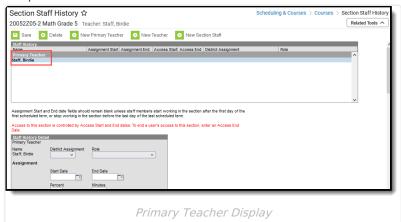
LCS Program Enhancement Teachers Editor

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.
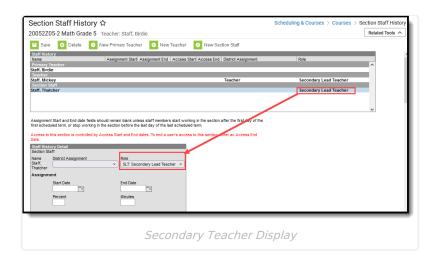
The Lead Teacher is determined by:

- The Primary Teacher assigned to the section on the Section Staff History tool as of the Snapshot Date.
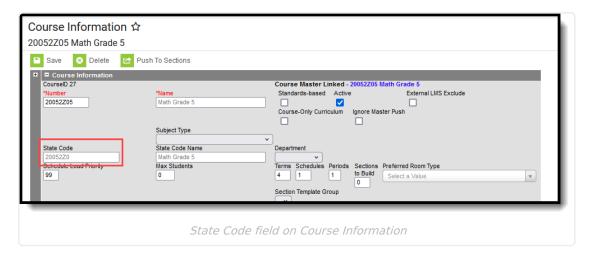

Primary Teacher Display

- 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. • Fall (using an end of September snapshot date) • Spring (using an end of February snapshot date) • No Snapshot (Unofficial) 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.
Output Options	

Data Element	Description
Report Processing	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. Districts need to follow these steps: 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	PSUNumber	LEAName	SchoolNumber	SchoolName	CourseStateID	CourseName	StaffUID	TeacherName	SnapshotPeriod	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime
2024	090	County Schools	090324	Primary	20002Z0	Math Kindergarten	7955368614	Samuel G Staff	F	1	Administrator, System	09/09/2024 03:28 PM	Administrator, System	09/09/2024 03:28 PM

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	Reports the end year of the school year selected for report generation. For the school year 2024-2025, a value of 2025 reports. *Numeric, 4 digits*	School Year Setup > School Year Detail > End Year Calendar.endYear
PSU Number	Reports the State District Number. *Numeric, 3 digits*	District Information > District Detail > State District Number District.number

Data Element	Description	Location
LEA Name	Reports the Name of the district. *Alphanumeric, 15 characters*	District Information > District Detail > Name District.name
School Number	Reports the State School Number. *Numeric, 6 digits*	School Information > School Detail State School Number School.number
School Name	Reports the Name of the school. *Alphanumeric, 15 characters*	School Information > School Detail > Name School.name
Course State ID	Reports the Course State Code for the unique Lead Teacher/Section of record. *Alphanumeric, 10 digits*	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. *Alphanumeric, 15 characters*	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. *Numeric, 9 digits*	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. *Alphanumeric, 30 characters*	Demographics > Person Information > Last Name, Middle Initial, First Name. Person.lastName Person.middleName Person.firstName

Data Element	Description	Location
Snapshot Period	Reports the selected Snapshot Period selected on the Report Editor. • F: Fall • S: Spring • Blank (unofficial) *Alphanumeric, 1 character (F or S)*	N/A
Submitted	Indicates whether the data has been submitted. Reports a value of 1 when the report has been submitted. *Numeric, 1 digit*	N/A
Generated By	Reports the username of the last user who generated the report. This only populates when the user selects the Generate button. *Alphanumeric, 100 characters*	User Account > User Credentials > Username UserAccount.username
Generated Time	Lists the time the report was generated. *Time field, 6 digits (HH:MM:SS)*	N/A
Verified By	Reports the username of the last person who clicked the Submit Verification button on the report editor. 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. *Alphanumeric, 100 characters*	User Account > User Credentials > Username UserAccount.username
Verified Time	Reports the time the report was submitted for verification. *Time field, 6 digits (HH:MM:SS)*	N/A