

# NC Legislative Class Size Collection

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Tool Search: NC LCS Collection

The **Legislative Class Size Collection** (LCS) is a series of bi-annual reports based on a snapshot of data taken on the last day of October and the last day of February of each school year.

- The Fall Submission window opens November 1<sup>st</sup> and closes November 10<sup>th</sup>.
- The Spring Submission window opens March 1<sup>st</sup> and closes March 10<sup>th</sup>.
- Unofficial Class Size is generated monthly.

This article provides information on properly entering data into Campus to generate the NC LCS reports from Campus. It does not provide details on policies and procedures for schools and districts; for that information, consult the [North Carolina Department of Public Instruction](#) website.

NC LCS Collection ☆

Reporting > NC State Reporting > NC LCS Collection

Instructions

Setup

Report Options

Report Type \*

Class Size

Snapshot Period \*

Fall

Grade Level Grouping \*

K-13

Exclude Cross-Site Data

☒

Effective Date \*

10/31/2025

Output Options

Report Processing

☐ Generate Now

☒ Submit to Batch Queue

Queue Options

☐ High Priority

☐ Keep Until I Delete

Queue Start Date and Time (Required)

09/11/2025 8:38 AM

Format Type

☐ HTML

☒ CSV

Batch Queue Results

Generate

Review

Submit Verification

NC Legislative Class Size Collection

**Read** - Access and view the NC LCS Collection

**Write** - Generate the NC LCS Collection

**Add** - N/A

**Delete** - N/A

Additional tool rights are needed for this report. See the [Tool Rights](#) section below for details.

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

## Official Submission vs. Unofficial File Generation

The LCS Report Editor includes three Report Types, three Grade Level Groups, and two Violation Types, plus three options for the Snapshot Period. The selections determine whether the file is an Official Submission to the state or an Unofficial File that is generated.

The following table lists the Report Types and the selections needed to generate the report for an Official Submission or an Unofficial File Generation.

### What makes a report an Official Submission?

- Official Submissions have the Review and Submit Verification buttons next to the Generate button.
- Official Submissions create a data snapshot when first generated and use DIS functionality.
- Official Submissions are submitted for the last day of October (Fall) and the last day of February (Spring).

### What makes a report an Unofficial File Generation?

- Unofficial Files (usually) only have the Generate button available. Review and Submit Verification buttons do not display.
- Unofficial Files do not require the data snapshot and is not needed for Review. The report may still be generated, but they do not need the data snapshot as part of their process.
- Unofficial Files are generated at any time, using the No Snapshot as the Snapshot Period or not selecting a Snapshot Period.
- Unofficial Files are used to review the current state of data or for debugging purposes.

Report Type	Official Submission	Unofficial File Generation
<a href="#">Program Enhancement Teachers</a>	<p>Requires the LCS Data Validation Workflow (Generate, Review, Submit Verification options).</p> <ul style="list-style-type: none"> <li>• Report Type = Program Enhancement Teachers.</li> <li>• Snapshot Period = Fall or Spring</li> <li>• Grade Level Grouping = K13 (no other option is provided)</li> <li>• Effective Date = appropriate date automatically populated for the selected Snapshot Period.</li> </ul>	<p>Use the Generate option.</p> <ul style="list-style-type: none"> <li>• Report Type = Program Enhancement Teachers.</li> <li>• Snapshot Period = Unofficial</li> <li>• Grade Level Grouping = K13 (no other option is provided)</li> <li>• Only return classes with 0 students <ul style="list-style-type: none"> <li>◦ Not checked reports Lead Teachers of classes with at least one scheduled student on the Snapshot Date</li> <li>◦ Checked reports Lead Teachers of scheduled classes with no scheduled students on the Snapshot Date.</li> </ul> </li> <li>• Effective Date = pre-populated date can be modified as desired.</li> </ul>

Report Type	Official Submission	Unofficial File Generation
<a href="#"><u>K-3 and 4-8 Class Size Average</u></a>	<p>Based on calculations applied to data from Class Size Report.</p> <p>Requires the LCS Data Validation Workflow (Generate, Review, Submit Verification options).</p> <ul style="list-style-type: none"> <li>• Report Type = Class Size Average</li> <li>• Snapshot Period = Fall or Spring</li> <li>• Grade Level Grouping = K-3</li> <li>• Effective Date = appropriate date automatically populated for the selected Snapshot Period.</li> </ul>	<p>Use the Generate option.</p> <ul style="list-style-type: none"> <li>• Report Type = Class Size Average</li> <li>• Snapshot Period = No Snapshot (Unofficial)</li> <li>• Grade Level Grouping = K-3 (for K-3 Class Size Average) or 4-8 (for 4-8 Class Size Average)</li> <li>• Only return classes with 0 students <ul style="list-style-type: none"> <li>◦ Not checked reports Lead Teachers of classes with at least one scheduled student on the Snapshot Date.</li> <li>◦ Checked reports Lead Teachers of scheduled classes with no scheduled students on the Snapshot Date.</li> </ul> </li> <li>• Effective Date = pre-populated date can be modified as desired.</li> </ul>
<a href="#"><u>K-13 Legislative Class Size</u></a>	<p>Requires the LCS Data Validation Workflow (Generate, Review, Submit Verification options).</p> <ul style="list-style-type: none"> <li>• Report Type = Class Size</li> <li>• Snapshot Period = Fall or Spring</li> <li>• Grade Level Grouping = K-13</li> <li>• Effective Date = appropriate date automatically populated for the selected Snapshot Period.</li> </ul>	<p>Use the Generate option.</p> <ul style="list-style-type: none"> <li>• Report Type = Class Size</li> <li>• Snapshot Period = Unofficial</li> <li>• Grade Level Grouping = K13</li> <li>• Only return classes with 0 students <ul style="list-style-type: none"> <li>◦ Not checked reports Lead Teachers of classes with at least one scheduled student on the Snapshot Date.</li> <li>◦ Checked reports Lead Teachers of scheduled classes with no scheduled students on the Snapshot Date.</li> </ul> </li> <li>• Effective Date = pre-populated date can be modified as desired.</li> </ul>

Report Type	Official Submission	Unofficial File Generation
<a href="#">K-3 Class Size</a>	N/A	Use the Generate option. <ul style="list-style-type: none"> <li>• Report Type = Class Size</li> <li>• Snapshot Period = No Snapshot (Unofficial)</li> <li>• Grade Level Grouping = K-3</li> <li>Effective Date = pre-populated date can be modified as desired.</li> </ul>
<a href="#">K-3 Class Size Violations</a>	N/A	Use the Generate option. <ul style="list-style-type: none"> <li>• Report Type = Class Size Violations</li> <li>• Snapshot Period = No Snapshot (Unofficial)</li> <li>• Grade Level Grouping = K-3</li> <li>• Violation Type = select an option</li> <li>• Effective Date = pre-populated date can be modified as desired.</li> </ul>
<a href="#">4-8 Class Size</a>	N/A	Use the Generate option. <ul style="list-style-type: none"> <li>• Report Type = Class Size</li> <li>• Snapshot Period = No Snapshot (Unofficial)</li> <li>• Grade Level Grouping = 4-8</li> <li>• Violations Type = Blank</li> <li>Effective Date = pre-populated date can be modified as desired.</li> </ul>

## Report Logic

For District Level Users:

- When 'Reporting Period' EQUALS 'Unofficial,' multiple calendars/schools can be selected from the extract editor for report generation.
- 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.

The report returns Class/Teacher/Student records/counts that are active on the Snapshot Date

selected on the extract editor.

- The report does NOT count teachers or students who exit prior to the date selected but within the submission window.
- The report does NOT count teachers or students who start after the date selected but within the submission window.

Schools where the State School Number = 000-299 or 740 do not report.

- Regional Schools are marked with State School Number of 296, 297, or 298 do not report.
- Career Pathway schools marked with a State School Number of 740 does not report.
- Schools where the State School Number contains a letter A-Y (Charter Schools) or Z (Laboratory Schools) do not report.

## 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.

# LCS Data Validation Workflow

[District Edition Report Generation](#) | [State Edition Report Generation](#)

## District Edition Report Generation

When generating the LCS Collection for Official Submission, districts generate the report files on the appropriate Fall or Spring snapshot date, review the files prior to submitting them for verification, and then submit the data for verification. Once submitted, the official snapshot of their data is available for the state.

Only one file per report is saved in the state queue. If a district needs to resubmit its official reports, contact the state to clear the queue. Once it is cleared, another snapshot can be generated and submitted for the same reporting period/school year.

Districts wishing to generate files for unofficial use do NOT click the Submit Verification button.

1. **Generate the report.**
  - Choose the **Report Type** and **Grade Level Grouping**.
  - Choose a **Snapshot Date** of Spring (Official), Fall (Official), or an Unofficial Snapshot Date. Selecting a reporting period in the fall or spring creates a snapshot of data as of the date it is generated.
2. Make necessary corrections to data.
3. **Review the report for the same Report Period and Snapshot Date initially generated.** 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. To see those results, generate the report again. NOTE: The Generate step creates a snapshot of data as it was on the day it was generated; this Review step uses that snapshot data.
4. **Submit the Verification.** This step sends the snapshot results to the state, and no further changes to data can be made. Once data has been submitted, the selection of the Report Type cannot be generated or re-submitted. Users may continue to review the data from the month of submission, but updates to student data will not be reflected in the report.

## State Edition Report Generation

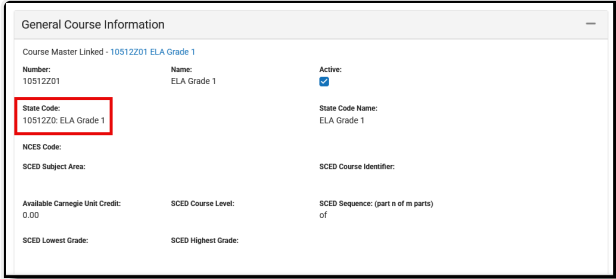
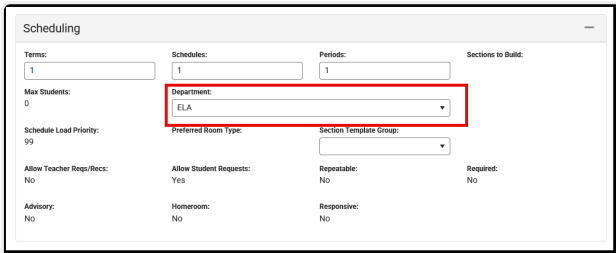
Once the data has been submitted by the districts, State Edition users review the data from the districts. Selected data must match the same values the districts used when submitting the data.

1. Search for and select the desired **Calendars**.

2. Select the applicable **Report Type**.
3. Verify the **Grade Level Grouping** is set to the appropriate option.
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 the data submitted from the district in the selected format.

## Data Setup

Before generating the LCS reports, verify that the following information is entered on Courses and Sections.

Required Data	Information
The <b>State Course Code</b> and the <b>Department</b> fields are populated on the Course Information editor.	<div>  <p><i>Course Information - State Course Code</i></p> </div> <div>  <p><i>Course Information - Department</i></p> </div>



## Required Data

The **Section Number** and **Room** where the class meets are populated on the Section Information editor.

## Information

Section Information ☆  
10222X0XR-1 XR English II Teacher: Learning, A.

Save Delete

Section Editor  
SectionID: 10222X0XR-1  
Section Number: 10 (0)  
Room: 102  
Teacher Display Name: Learning, A.  
Lunch Count: ☐ Milk Count: ☐ Adult Count: ☐  
Custom Count: ☐ Custom Count: ☐  
Sabbath Seq: ☐ Homeroom: ☐  
Advisory: ☐ External LMS Exclude: ☐  
Primary Teacher: Learning, A.

Section Information - Section Number, Room

The **Primary Teacher** is entered on the Section Staff History tool

- All staff entered as Primary Teachers are considered Lead Teachers. (first image)
- Staff entered as Teacher of Section Staff must have a **Role** of **Secondary Lead Teacher** to be identified as a Lead Teacher. (second image)

Section Staff History ☆  
10222X0XR-1 XR English II Teacher: Learning, A.

Save Delete New Primary Teacher New Teacher New Section Staff

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Learning, Apex						Primary Teacher

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: Learning, Apex  
District Assignment:   
Role:   
Assignment  
Start Date:  End Date:   
Percent:  Minutes:   
Access to Section Dates  
☒ Unrestricted Start Date:  End Date:   
☐ Date Range Start Date:  End Date:

Section Staff History - Primary Teacher

Section Staff History ☆  
10222X0XR-1 XR English II Teacher: Learning, A.

Save Delete New Primary Teacher New Teacher New Section Staff

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Learning, Apex						Primary Teacher
Teacher, Nora						Secondary Lead Teacher

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  
Teacher  
Name: Teacher, Nora  
District Assignment:   
Role: SLT, Secondary Lead Teacher  
Assignment  
Start Date:  End Date:   
Percent:  Minutes:   
Access to Section Dates  
☒ Unrestricted Start Date:  End Date:   
☐ Date Range Start Date:  End Date:

Section Staff History - Secondary Lead Teacher Role

## Combined and Pull-Out Classes

Each distinct reportable section reports one record. However, Combined or Pull-Out classes could also need to be reported as one record.

- **Combined Class** logic is used when multiple matching Sections from different Courses must be reported as one record.
- **Pull-out Class** logic is used when multiple Sections of the same Course must report as one record.

Combined Classes	Pull-Out Classes
<ul style="list-style-type: none"> <li>State Course Codes for a Combined Class must be one of the following: <ul style="list-style-type: none"> <li>K-3: 10502Z0, 10512Z0, 10522Z0, or 10532Z0</li> <li>4-8: 10542Z0, 10552Z0, 10562Z0, 10572Z0, or 10582Y0</li> </ul> </li> <li>Matching sections must have the same section number.</li> <li>Matching sections must have the same Lead Teacher.</li> <li>Matching sections must have the same Section Schedule Placement. <ul style="list-style-type: none"> <li>These classes must be scheduled identically, using the same Schedule Structure, for the same Term/s, and during the same Period/s.</li> </ul> </li> </ul>	<p>Typical class Sections have a Section Number with a maximum length of three digits; a Pull-out Section of the class will prefix the original class section number with a 1 in the thousandth position, making all Pull-out class Section Numbers four digits.</p> <ul style="list-style-type: none"> <li>Example 1 <ul style="list-style-type: none"> <li>A typical class Section has a Section Number = 1.</li> <li>A pull-out class for that Section must have a Section Number = 1001.</li> </ul> </li> <li>Example 2 <ul style="list-style-type: none"> <li>A typical class Section has a Section Number = 347.</li> <li>A pull-out class for that Section must have a Section Number = 1347.</li> </ul> </li> </ul> <p>When the original section of a class is grouped with a pull-out section, the resulting record returns the Lead Teacher of the original class. The Teacher Count will only reflect the Pull-out section's Lead Teacher. Students from both sections are summed for the student count.</p> <p>When the original section or the pull-out section has no students rostered while the other does, these sections will not be grouped. The original section will report as a stand-alone record, and the no students rostered section will report when the 'Only return classes with 0 students' option is selected on the extract editor.</p> <p>Sections must have the same lead teacher on the snapshot date.</p>

## Tool Rights

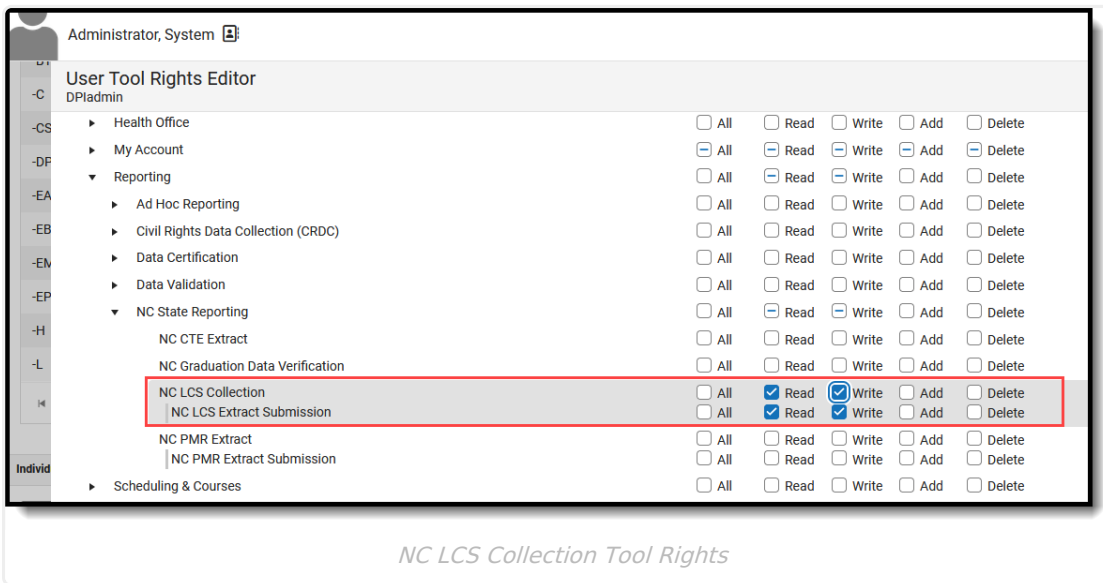
Access to the **NC LCS Collection** requires the following tool rights. This tool right can be assigned to a user group, if desired.


- Read** rights provide access to view the report editor.
- Write** rights allow the report to be generated.

The **NC LCS Collection Submission** tool rights must be manually assigned to a designated user and not through a user group. The user assigned this subright must exist at the State Edition level and have a Staff NC DPI ID.

- Read rights provide access to view the report editor.
- Write rights allow the report to be generated.

**ONLY A LIMITED NUMBER OF STAFF SHOULD BE ASSIGNED TOOL RIGHTS TO THE NC LCS EXTRACT PERMISSION SUB-RIGHT.**



Administrator, System 

User Tool Rights Editor  
DPladmin

Tool	All	Read	Write	Add	Delete
Health Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ad Hoc Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Civil Rights Data Collection (CRDC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Validation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NC State Reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NC CTE Extract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NC Graduation Data Verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NC LCS Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NC LCS Extract Submission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NC PMR Extract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NC PMR Extract Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling & Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*NC LCS Collection Tool Rights*