K-3 and 4-8 Class Size Average (LCS)

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Tool Search: NC LCS Collection

As part of the Legislative Class Size Collection, the Class Size Average report type takes the result set generated in the Class Size report on the Snapshot Date/Calendar selected, then calculates the results reporting one record per State Course Code.

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 Class Size Average

The Official and Unofficial Report Layouts are the same; the only difference is the Report Editor includes Generate, Review and Submission Verification buttons when the correct values are chosen for the Official Submission.

Report Logic

See the NC LCS article for global report logic that applies to all report types. See the following for details on the Class Size Average Report.

Multiple Calendar Selection

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.

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

1. LEA Name
2. School Name
3. Class Grade Level

State Course Codes

One record reports per unique State Course Code in the selected School/District. The Course Section must have a State Course Code of one of the following:

K-3 Class Size Average	4-8 Class Size Average
- 10502Z0 (Kindergarten courses) - 10512Z0 (First grade courses) - 10522Z0 (Second grade courses) - 10532Z0 (Third grade courses)	- 10542Z0 (Fourth Grade courses) - 10552Z0 (Fifth grade courses) - 10562Z0 (Sixth grade courses) - 10572Z0 (Seventh grade courses) - 10582Z0 (Eighth grade courses)

Combined and Pullout Classes

Combined and pullout classes concatenate to the State Course Code value derived from the K-3 or 4-8 Class Size of record. Refer to the NC Legislative Class Size Collection for detailed logic on Combined and Pullout Classes.

- Combined Classes (two sections meeting combo class requirements) count as one section.
- PULL OUT Classes (two sections meeting Pull-out class requirements) count as 1 section.

When the SAME teacher teaches multiple sections that are NOT Pull-outs or Combinations, each section counts as one section (i.e., when two sections are not pull or combinations, each section counts).

Sections that do not have students scheduled into them on the Snapshot Date are not counted.

Course Sections

To report, the Course Section must be actively scheduled on the Snapshot Date selected on the Extract Editor. For Class Grade Levels K-3, when the Instructional Provider field on the Section Information tool has a value of 20: Dual Language Immersion, the section does not report.

Lead Teachers

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.

Students

- Scheduled Students do NOT count when they do not have a State Student ID.
- Their Enrollment record is marked as No Show or State Exclude as of the Snapshot Date.
- They are enrolled in a Calendar marked as Exclude as of the Snapshot Date.
- They are enrolled in a Grade Level marked as Exclude as of the Snapshot Date.

Students who exit prior to the date selected but within the submission window are not counted.

Students who start after the date selected but within the submission window are not counted.

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 and calendars.
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 **Class Size Average.**

Data Element	Description
Snapshot Period	Indicates for what period the report was generated. Options are: • No Snapshot (Unofficial) • Fall • Spring The value chosen for the Snapshot Period determines the values in the Grade Level Grouping and Effective Date fields.
Grade Level Grouping	Indicates which grade levels are included. For the Class Size Average report: • The K-3 grouping uses DIS functionality to generate a snapshot of the data, and includes options to review the snapshot and submit a verification to the state. When the Snapshot Period is set to Fall or Spring, K-3 is the only option available. • The 4-8 grouping is not submitted to the state. When this grouping is selected, only the Generate button is available. When the Snapshot Period is set to No Snapshot (Unofficial), this option is available.
Only return classes with 0 students	When marked, only those course sections with no students scheduled into them are included in the report. This option displays when the Snapshot Period is set to No Snapshot (Unofficial). **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	This field is automatically marked to not include Cross-Site Enrollment courses 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.

Data Element	Description
Effective Date	Indicates the date used to determine which students appear in the report. • When the Snapshot Period field is set to No Snapshot (Unofficial), a date can be entered manually for the effective date. • 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. • 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.
Output Options	
Report Processing	Select the Generate Now option to generate the report immediately. Use the Submit to Batch option to choose when the report generates. Submit to Batch is useful when generating the report for several calendars or for reporting larger amounts of data. See the Batch Queue article for more information. **Due to the amount of data collected in this report, use the Batch Queue option.**
Format Type	Determines in which format the report generates - CSV or HTML.

Official Submission Procedures

District Edition Report Generation | State Edition Report Generation

District Edition Report Generation

Generate the K-3 Report for the Official Submission

1. Search for and select the desired **Calendars.**
2. Select **Class Size Average** from the **Report Type** field.
3. Select a **Snapshot Period** of **Fall or Spring.**
4. Verify the **Grade Level Grouping** is set to **K-3**.
5. Mark the **Exclude Cross-Site Data** checkbox, if desired.
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 **Generate**. The report displays in the selected format.

Class Size Average Records:4

Year	PSUNumber	LEAName	SchoolNumber	SchoolName	ClassGradeLevel	CourseStateID	LeadCount	NumberStudents	ClassSize	SnapshotPeriod	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	KG	10502Z0	2	28	14.0	F	0	Administrator, System	11/22/2024 09:19 AM		
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	01	10512Z0	2	21	10.5	F	0	Administrator, System	11/22/2024 09:19 AM		
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	02	10522Z0	2	22	11.0	F	0	Administrator, System	11/22/2024 09:19 AM		
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	03	10532Z0	2	15	7.5	F	0	Administrator, System	11/22/2024 09:19 AM		

LCS Class Size Average - HTML Format

Review the Report

Follow the procedures above, selecting all of the same selections through step 9. Instead of choosing Generate, choose **Review**. This pulls data from the snapshot previously created; if changes were made to the class, teacher, or roster 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.
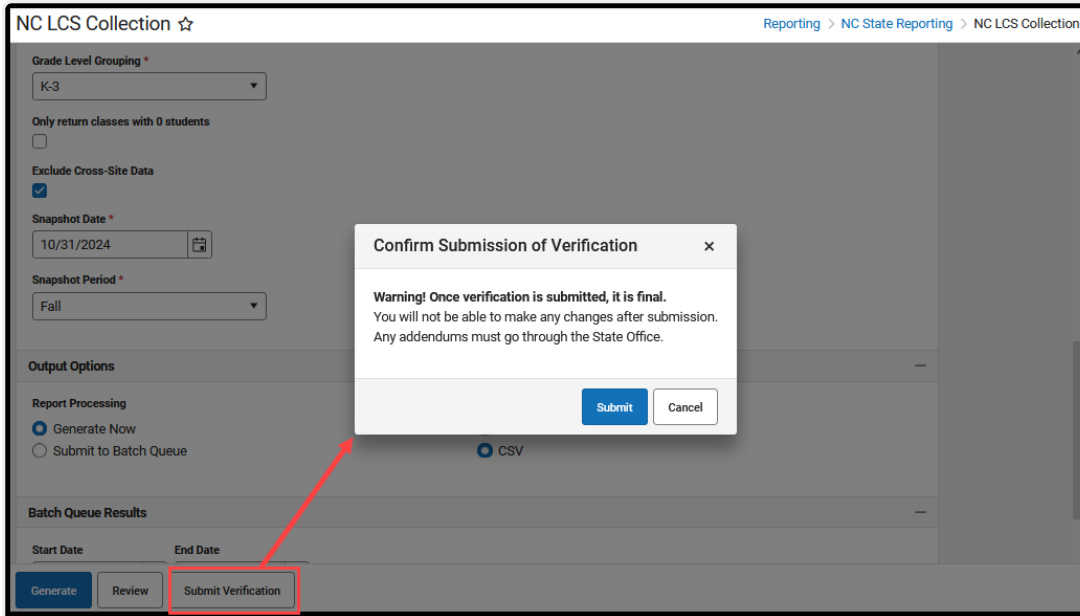

Class Size Average Review Records:4

Year	PSUNumber	LEAName	SchoolNumber	SchoolName	ClassGradeLevel	LeadCount	NumberStudents	ClassSize	SnapshotPeriod	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	KG	2	28	14.0	F	0	Administrator, System	11/22/2024 09:38 AM		
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	01	2	21	10.5	F	0	Administrator, System	11/22/2024 09:38 AM		
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	02	2	22	11.0	F	0	Administrator, System	11/22/2024 09:38 AM		
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	03	2	15	7.5	F	0	Administrator, System	11/22/2024 09:38 AM		

LCS Class Size Average - Review

Submit Verification

Once the data has been generated and reviewed, submit that data to the state. A Success Message displays, indicating the LCS Class Size Average report has been submitted.

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

LCS Class Size Average - Confirmation of Submission Message

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 **Class Size Average** from the **Report Type** field.
3. Select a **Snapshot Period** of **Fall or Spring.**
   Verify the **Grade Level Grouping** is set to **K-3**.
4. Mark the **Exclude Cross-Site Data** checkbox, if desired.
5. Select **Generate Now** to generate the report immediately or select **Submit to Batch Queue** to choose when the report generates.
6. Select the desired **Format Type**.
7. Click **Review**. The report displays the data submitted from the district in the selected format.

Unofficial Submission Procedures

Generate the K-3 and 4-8 Report for the Unofficial Submission

1. Search for and select the desired **Calendars.**
2. Select **Class Size Average** from the **Report Type** field.
3. Select a **Snapshot Period** of **No Snapshot (Unofficial).**
4. Select the **Grade Level Grouping** of **K-3** or **4-8.**
5. Do NOT mark the **Only return classes with 0 students** checkbox to return class records where at least one student is scheduled on the Snapshot Date.
6. Mark the **Only return classes with 0 students** cehckbox to return class records where No

students are scheduled on the Snapshot Date.

7. Mark the **Exclude Cross-Site Data** checkbox, if desired.
8. Enter the desired **Effective Date**.
9. Select **Generate Now** to generate the report immediately or select **Submit to Batch Queue** to choose when the report generates.
10. Select the desired **Format Type**.
11. Click **Generate**. The report displays in the selected format.

Class Size Average Records:4

Year	PSUNumber	LEAName	SchoolNumber	SchoolName	ClassGradeLevel	CourseStateID	LeadCount	NumberStudents	ClassSize	SnapshotPeriod	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime
2025	090	Bladen County Schools	090317	Bladenboro Primary	KG	10502Z0	2	0	0.0		0		11/22/2024 10:11 AM		
2025	090	Bladen County Schools	090317	Bladenboro Primary	01	10512Z0	4	0	0.0		0		11/22/2024 10:11 AM		
2025	090	Bladen County Schools	090317	Bladenboro Primary	02	10522Z0	3	0	0.0		0		11/22/2024 10:11 AM		
2025	090	Bladen County Schools	090317	Bladenboro Primary	03	10532Z0	1	0	0.0		0		11/22/2024 10:11 AM		

LCS Class Size Average, K-3 Unofficial Submission - HTML Format

Class Size Average Records:1

Year	PSUNumber	LEAName	SchoolNumber	SchoolName	ClassGradeLevel	CourseStateID	LeadCount	NumberStudents	ClassSize	SnapshotPeriod	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime
2025	090	Bladen County Schools	090317	Bladenboro Primary	04	10542Z0	2	0	0.0		0		11/22/2024 10:06 AM		

LCS Class Size Average, 4-8 Unofficial Submission - HTML Format

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
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

Data Element	Description	Location
School Name	Reports the Name of the school. *Alphanumeric, 15 characters*	School Information > School Detail > Name School.name
Class Grade Level	Reports the Class Grade Level based on the State Grade Level Code of record. • When Course State Code of record = 10502Z0, reports as KG. • When Course State Code of record = 10512Z0, reports as 01. • When Course State Code of record = 10522Z0, reports as 02. • When Course State Code of record = 10532Z0, reports as 03. • When Course State Code = 10542Z0, reports as 04. • When Course State Code = 10552Z0, reports as 05. • When Course State Code = 10562Y0, reports as 06. • When Course State Code = 10572Y0, reports as 07. • When Course State Code = 10582Y0, reports as 08. *Numeric, 2 digits*	Grade Level Setup gradeLevel.stateCode --- Course Information > State Code Course.statecode
Course State ID	Reports the assigned State Course Code. *Alphanumeric, 7 characters*	Course Information > State Code Course.stateCode

Data Element	Description	Location

Lead Count	A total count of each UNIQUE Lead Teacher based on the SSID from all sections in the school on a course with the matching state code of record.
	
	• The Section must have at least one scheduled student.
	• The Lead Teachers are all active on the snapshot date. When the same teacher teaches multiple courses/sections, that counts as 1.
	
	  ○ Lead Teachers are entered as Primary Teachers on the Section Staff History tool.
	  ○ Teachers can be entered as Teacher or Section Staff, but MUST have a role of Secondary Lead Teacher to count.
	
	See the Data Setup information for information on Lead Teachers.
	
	Numeric, 3 digits
		Calculated value

Number of Students	A total count of reportable scheduled students as of the Snapshot Date for all course sections in the school that are mapped to a State Course Code of record. **This is NOT a unique student count.** NOTE: Reportable students have a Student State ID and are not marked as No Show or State Exclude. *Numeric, 3 digits*	Calculated Value.

Data Element	Description	Location
Calculated Section Count	Reports the total section count per state code of record: • Combined Classes (two sections meeting combination class requirements) count as one section. • Pull-out Classes (two sections meeting pull-out class requirements) count as one section. • When the SAME Teacher teaches multiple sections that are NOT Pull-outs or Combination classes, each section MUST count as one section. • Section DO NOT count when they do NOT have students scheduled on the Snapshot Date. Refer to the NC Legislative Class Size Collection for detailed logic on [Combined and Pullout Classes](#). *Numeric, 3 digit*	Calculated value.
Class Size	Reports the Student Count field value divided by the Calculated Section Count value. *Numeric, 3 digits*	Calculated value.
Snapshot Period	Indicates whether the Snapshot Period selected on the Report Editor is Fall (F) or Spring (S). Returns as blank when No Snapshot (Unofficial) is selected. *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

Data Element	Description	Location
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