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

Last Modified on 12/13/2024 12:33 pm CST

Report Logic | Report Editor | Official Submission Procedures | Unofficial Submission Procedures | Report Layout

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.

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 concatenate to the State Course Code value derived in the K-3 or 4-8 Class Size of record.

Teachers

Lead Teachers must have a Staff State ID to report.

All Teachers entered as a PRIMARY on the Section Staff History are Lead Teachers. They must be active on the Snapshot Date (based on the teacher's Start Date/End Dates on the Section Staff History.

Teachers entered as TEACHER or SECTION STAFF on the Section Staff History tool MUST have a ROLE of Secondary Lead Teacher and must be active on the Snapshot Date to count as Lead Teachers.

Each unique Lead Teacher from all sections in the School on a Course with the matching Course State Code of record is counted.

Teachers who exit before the date selected but within the submission window are not counted.

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

The Course Section must have at least one scheduled student for the Teacher to increment in the reported Lead Count.

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.**
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. - The 4-8 grouping is not submitted to the state. When this grouping is selected, only the Generate button 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. **When submitting the data to the state, this field should not be selected.** This option does not display for State Edition.

Data Element	Description
Exclude Cross-Site Data	When marked, Cross-Site Enrollment courses are not included in the report. This option does not display for State Edition.
Snapshot Date	Indicates the date the report was generated. For official submissions, select the last date of October for the Fall Submission Period and the last day of February for the Spring submission. For unofficial submissions, any date can be selected.
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 prior to submission.
Output Options	
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. **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. Verify the **Grade Level Grouping** is set to **K-3**.
4. DO NOT mark the **Only return classes with 0 students** checkbox.
5. Mark the **Exclude Cross-Site Data** checkbox, if desired.

6. Enter the appropriate **Snapshot Date** for the appropriate Snapshot Period (last day of October for fall, last day of February for Spring).
7. Select a **Snapshot Period** of **Fall or Spring.**
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.

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
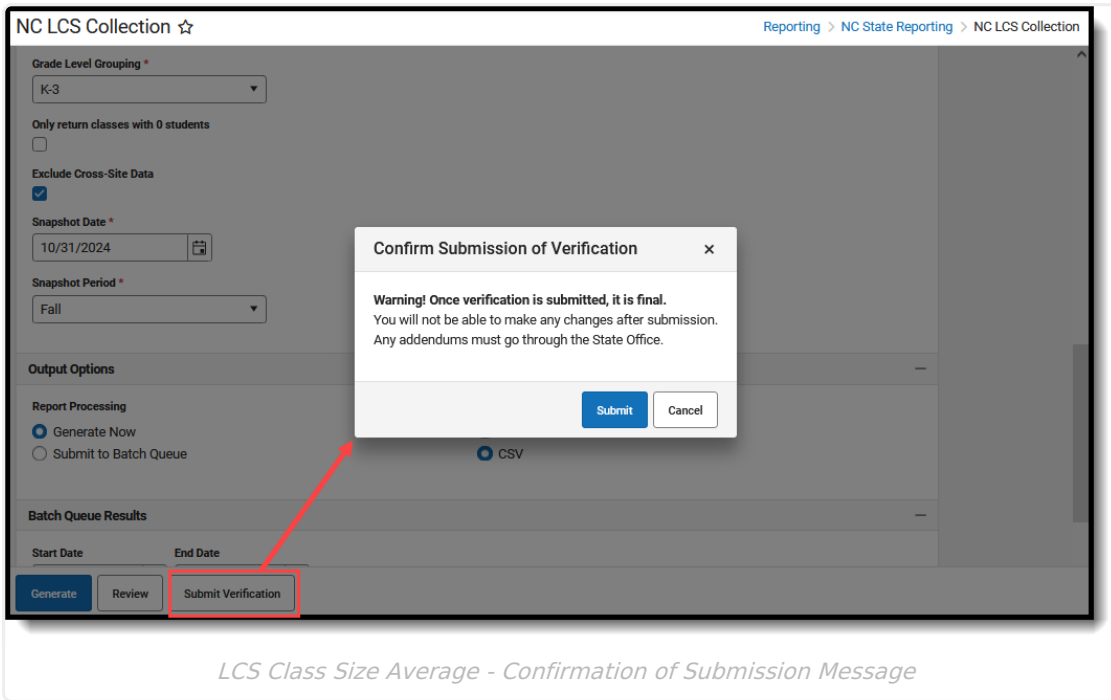
State Edition Report Generation

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. Verify the **Grade Level Grouping** is set to **K-3**.
4. Enter the appropriate **Snapshot Date.**
5. Select a **Snapshot Period** Fall or Spring. 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.

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 the **Grade Level Grouping** of **K-3** or **4-8.**
4. 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.
5. Mark the **Only return classes with 0 students** cehckbox to return class records where No

students are scheduled on the Snapshot Date.

6. Mark the **Exclude Cross-Site Data** checkbox, if desired.
7. Enter a **Snapshot Date**.
8. Select a **Snapshot Period** of **No Snapshot (Unofficial).**
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.	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 Teachers based on SSID from all sections in the School on a Course with the matching Course State Code of record. To count, Lead Teachers must be active on the Snapshot Date and at least one student is actively scheduled. When the same teacher teaches multiple courses/sections, it counts as 1. See the Data Setup information for information on Lead Teachers.	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.	Calculated Value.
Class Size	Reports the Student Count field value divided by the Lead Teacher Count value.	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

Data Element	Description	Location
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