

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

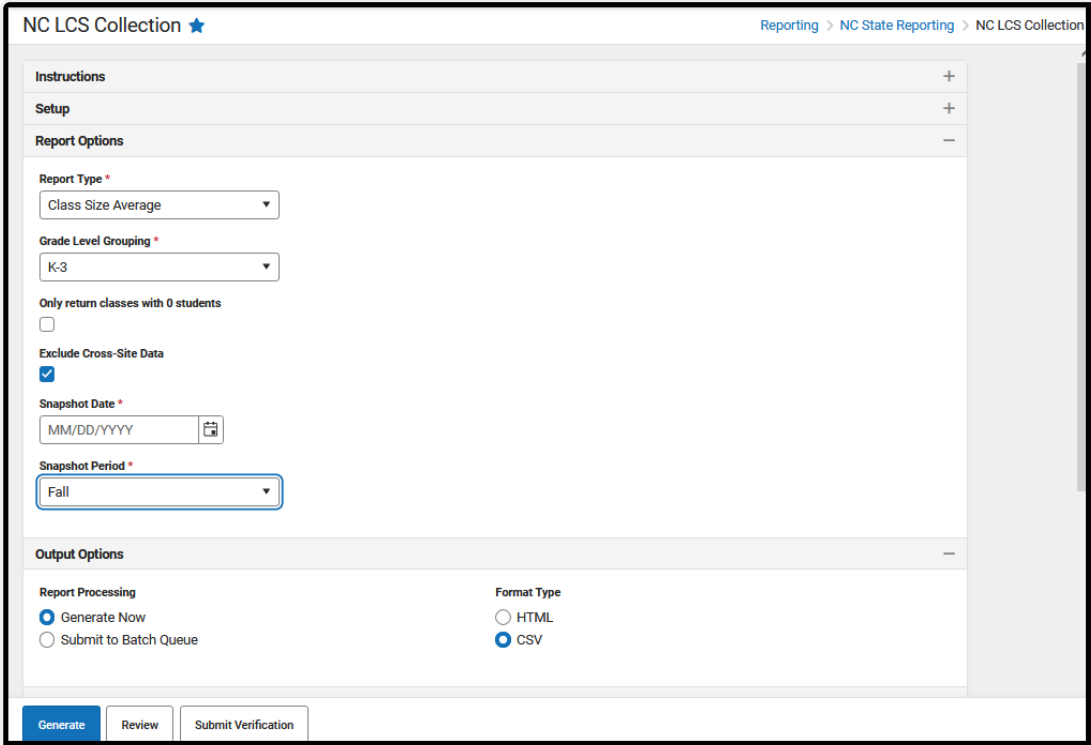
Last Modified on 05/06/2025 7:33 am CDT

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.



NC LCS Collection ★ Reporting > NC State Reporting > NC LCS Collection

**Instructions** +

**Setup** +

**Report Options** -

Report Type \*  
Class Size Average

Grade Level Grouping \*  
K-3

Only return classes with 0 students  
☐

Exclude Cross-Site Data  
☒

Snapshot Date \*  
MM/DD/YYYY

Snapshot Period \*  
Fall

**Output Options** -

Report Processing  
☒ Generate Now  
☐ Submit to Batch Queue

Format Type  
☐ HTML  
☒ CSV

**Generate** **Review** **Submit Verification**

*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
<ul style="list-style-type: none"> <li>• 10502Z0 (Kindergarten courses)</li> <li>• 10512Z0 (First grade courses)</li> <li>• 10522Z0 (Second grade courses)</li> <li>• 10532Z0 (Third grade courses)</li> </ul>	<ul style="list-style-type: none"> <li>• 10542Z0 (Fourth Grade courses)</li> <li>• 10552Z0 (Fifth grade courses)</li> <li>• 10562Z0 (Sixth grade courses)</li> <li>• 10572Z0 (Seventh grade courses)</li> <li>• 10582Z0 (Eighth grade courses)</li> </ul>

## 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.

## 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 Dates/End Dates on the Section Staff History. When the Start Dates/End Dates are not present, the start/end dates of the course section are used.

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.

Only one Lead Teacher per section counts. ONLY when there are NO Primary Teachers actively teaching the section on the snapshot date, the Teacher with the role of Secondary Lead Teacher counts/reports.

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
<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 and calendars.
<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>	

Data Element	Description
<b>Report Type</b>	Indicates which LCS report generates. For this instance, select <b>Class Size Average</b> .
<b>Grade Level Grouping</b>	Indicates which grade levels are included. For the Class Size Average report: <ul style="list-style-type: none"> <li>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.</li> <li>The 4-8 grouping is not submitted to the state. When this grouping is selected, only the Generate button is available.</li> </ul>
<b>Only return classes with 0 students</b>	When marked, only those course sections with no students scheduled into them are included in the report.  <b>When submitting the data to the state, this field should not be selected.</b>  This option does not display for State Edition.
<b>Exclude Cross-Site Data</b>	When marked, Cross-Site Enrollment courses are not included in the report.  This option does not display for State Edition.
<b>Snapshot Date</b>	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.
<b>Snapshot Period</b>	Indicates from which time of year the report applies. <ul style="list-style-type: none"> <li>Fall (using an end of September snapshot date)</li> <li>Spring (using an end of February snapshot date)</li> <li>No Snapshot (Unofficial)</li> </ul> Fall and Spring are official data collections and are submitted to the state. No Snapshot period is used for reviewing data prior to submission.
<b>Output Options</b>	

Data Element	Description
<b>Report Processing</b>	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.  <b>Due to the amount of data collected in this report, use the Batch Queue option.</b>
<b>Format Type</b>	Determines in which format the report generates - CSV or HTML.

# Official Submission Procedures

## 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
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.

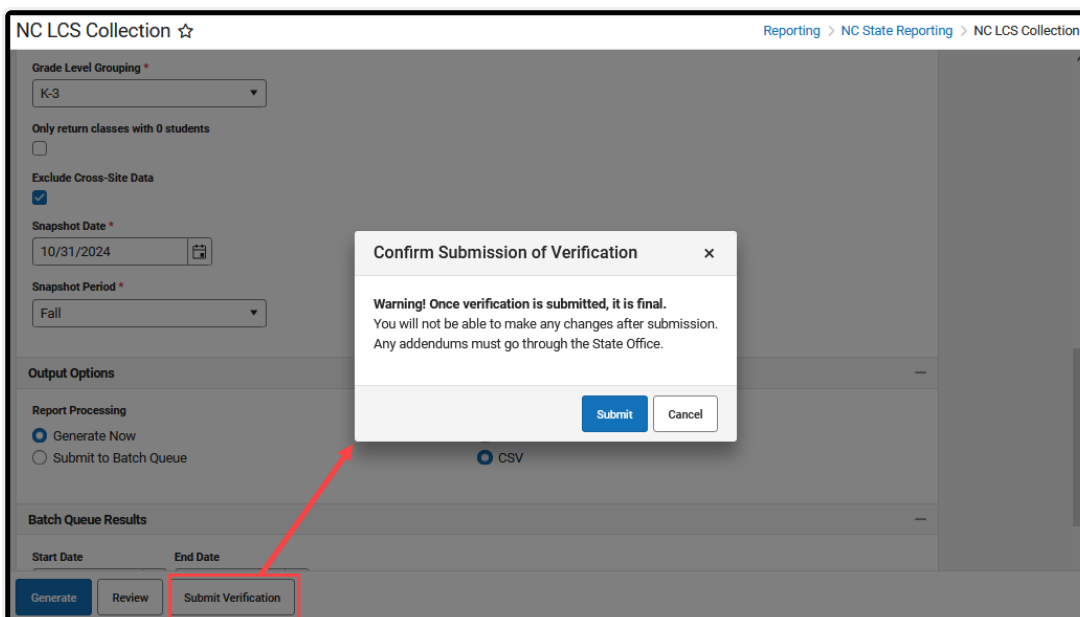
Year	PSUNumber	LEAName	SchoolNumber	SchoolName	ClassGradeLevel	LeadCount	NumberStudents	ClassSize	SnapshotPeriod	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	KG	2	28	14.0	F	0	Administrator, System	11/22/2024 09:38 AM		
2025	090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



The screenshot shows the 'NC LCS Collection' interface. A red arrow points to the 'Submit Verification' button at the bottom. A modal dialog box titled 'Confirm Submission of Verification' is displayed, containing a warning: 'Warning! Once verification is submitted, it is final. You will not be able to make any changes after submission. Any addendums must go through the State Office.' The dialog has 'Submit' and 'Cancel' buttons.

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** checkbox 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	PSU Number	LEA Name	School Number	School Name	Class Grade Level	Course State ID	Lead Count	Number Students	Class Size	Snapshot Period	Submitted	Generated By	Generated Time	Verified By	Verified Time
2025	090	Bladen County Schools	090317	Bladenboro Primary	KG	1050220	2	0	0.0		0		11/22/2024 10:11 AM		
2025	090	Bladen County Schools	090317	Bladenboro Primary	01	1051220	4	0	0.0		0		11/22/2024 10:11 AM		
2025	090	Bladen County Schools	090317	Bladenboro Primary	02	1052220	3	0	0.0		0		11/22/2024 10:11 AM		
2025	090	Bladen County Schools	090317	Bladenboro Primary	03	1053220	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	PSU Number	LEA Name	School Number	School Name	Class Grade Level	Course State ID	Lead Count	Number Students	Class Size	Snapshot Period	Submitted	Generated By	Generated Time	Verified By	Verified Time
2025	090	Bladen County Schools	090317	Bladenboro Primary	04	1054220	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
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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>
<b>LEA Name</b>	<p>Reports the Name of the district.</p> <p><i>Alphanumeric, 15 characters</i></p>	<p>District Information &gt; District Detail &gt; Name</p> <p>District.name</p>
<b>School Number</b>	<p>Reports the State School Number.</p> <p><i>Numeric, 6 digits</i></p>	<p>School Information &gt; School Detail State School Number</p> <p>School.number</p>
<b>School Name</b>	<p>Reports the Name of the school.</p> <p><i>Alphanumeric, 15 characters</i></p>	<p>School Information &gt; School Detail &gt; Name</p> <p>School.name</p>



Data Element	Description	Location
<b>Class Grade Level</b>	<p>Reports the Class Grade Level based on the State Grade Level Code of record.</p> <ul style="list-style-type: none"> <li>• When Course State Code of record = 10502Z0, reports as KG.</li> <li>• When Course State Code of record = 10512Z0, reports as 01.</li> <li>• When Course State Code of record = 10522Z0, reports as 02.</li> <li>• When Course State Code of record = 10532Z0, reports as 03.</li> <li>• When Course State Code = 10542Z0, reports as 04.</li> <li>• When Course State Code = 10552Z0, reports as 05.</li> <li>• When Course State Code = 10562Y0, reports as 06.</li> <li>• When Course State Code = 10572Y0, reports as 07.</li> <li>• When Course State Code = 10582Y0, reports as 08.</li> </ul> <p><i>Numeric, 2 digits</i></p>	<p>Grade Level Setup</p> <p>gradeLevel.stateCode</p> <hr/> <p>Course Information &gt; State Code</p> <p>Course.statecode</p>
<b>Course State ID</b>	<p>Reports the assigned State Course Code.</p> <p><i>Alphanumeric, 7 characters</i></p>	<p>Course Information &gt; State Code</p> <p>Course.stateCode</p>

Data Element	Description	Location
<b>Lead Count</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• The Section must have at least one scheduled student.</li> <li>• The Lead Teachers are all active on the snapshot date. When the same teacher teaches multiple courses/sections, that counts as 1. <ul style="list-style-type: none"> <li>◦ Lead Teachers are entered as Primary Teachers on the Section Staff History tool.</li> <li>◦ Teachers can be entered as Teacher or Section Staff, but MUST have a role of Secondary Lead Teacher to count.</li> </ul> </li> </ul> <p>See the <a href="#">Data Setup</a> information for information on Lead Teachers.</p> <p><i>Numeric, 3 digits</i></p>	Calculated value
<b>Number of Students</b>	<p>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.</p> <p><b>This is NOT a unique student count.</b></p> <p>NOTE: Reportable students have a Student State ID and are not marked as No Show or State Exclude.</p> <p><i>Numeric, 3 digits</i></p>	Calculated Value.

Data Element	Description	Location
<b>Calculated Section Count</b>	<p>Reports the total section count per state code of record:</p> <ul style="list-style-type: none"> <li>• Combined Classes (two sections meeting combination class requirements) count as one section.</li> <li>• Pull-out Classes (two sections meeting pull-out class requirements) count as one section.</li> <li>• When the SAME Teacher teaches multiple sections that are NOT Pull-outs or Combination classes, each section MUST count as one section.</li> <li>• Section DO NOT count when they do NOT have students scheduled on the Snapshot Date.</li> </ul> <p>Refer to the NC Legislative Class Size Collection for detailed logic on <a href="#">Combined and Pullout Classes</a>.</p> <p><i>Numeric, 3 digit</i></p>	Calculated value.
<b>Class Size</b>	<p>Reports the Student Count field value divided by the Calculated Section Count value.</p> <p><i>Numeric, 3 digits</i></p>	Calculated value.
<b>Snapshot Period</b>	<p>Indicates whether the Snapshot Period selected on the Report Editor is Fall (F) or Spring (S).</p> <p>Returns as blank when No Snapshot (Unofficial) is selected.</p> <p><i>Alphanumeric, 1 character (F or S)</i></p>	N/A
<b>Submitted</b>	<p>Indicates whether the data has been submitted.</p> <p>Reports a value of 1 when the report has been submitted.</p> <p><i>Numeric, 1 digit</i></p>	N/A

Data Element	Description	Location
<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