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

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Tool Search: NC LCS Collection

As part of the Legislative Class Size Collection, the K-3 and 4-8 Class Size reports ELA class data for Grade Level Grouping of Kindergarten Through Third Grade (K-3) or Fourth through Eighth Grade (4-8) students, excluding Exceptional Children (EC) classes. The ELA Lead Teacher also reports.

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.

Legislative Class Size - K-3, 4-8 Class Size

Report Logic

This report uses Combined Class Logic.

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. Course State ID
4. Section Number

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:

- 10502Z0 (Kindergarten courses)
- 10512Z0 (First grade courses)
- 10522Z0 (Second grade courses)
- 10532Z0 (Third grade courses)
- 10542Z0 (Fourth grade courses)
- 10552Z0 (Fifth grade courses)
- 10562Y0 (Sixth grade courses)
- 10572Y0 (Seventh grade courses)
- 10582Y0 (Eighth grade courses)

Combined and pullout classes concatenate to the State Course Code value derived. Section records when the Course of the section contains a valid State Course Code. Sections where the State Course Code is blank or the code value is not in the valid set, do not report.

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.

Student Count

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.**
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. For the K-3 and 4-8 Class Size Reports, select No Snapshot (Unofficial).
Grade Level Grouping	Indicates which grade levels are included. For the Class Size report: • The K-3 grouping returns class records for sections with a State Course Code of 10502Z0, 10512Z0, 10522Z0, or 10532Z0. • The 4-8 grouping returns class records for sections with a State Course Code of 10542Z0, 10552Z0, 10562Y0, 10572Y0, or 10582Y0.

Data Element	Description
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	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.
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.
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.

Unofficial File Generation

To generate an unofficial K-3 or 4-8 Class Size Report:

1. Select the **Report Type** of **Class Size.**
2. Select the **Snapshot Period** of **No Snapshot (Unofficial).**
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 rostered on the Snapshot Date.

5. Mark the **Only return classes with 0 students** checkbox to return class records where NO students are rostered on the Snapshot Date.
6. Mark the **Exclude Cross-Site Data** checkbox, if desired.
7. Select the desired **Effective Date**.
8. Select **Generate**.

Report Layout

Data Element	Description	Location
End 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
School Name	Reports the Name of the school. *Alphanumeric, 15 characters*	School Information > School Detail > Name School.name

Data Element	Description	Location
Class Grade Level	Reports the State Grade Level Code reflecting the majority of students scheduled into the class on the Snapshot Date selected on the extract editor. When an equal number of multiple grade level students are scheduled, the lowest state grade level code reports. When **Only return classes with 0 students** is marked, this field reports blank.	Grade Level Setup gradeLevel.stateCode Course Information > State Code Course.statecode
Department Name	Reports the Department of the course for the reporting section of record.	Course Information > Department Course.department
Teacher Duties	Returns a concatenated value of the Department Name plus the Class Grade Level.	N/A
Course State ID	Reports the assigned State Course Code. This field displays when Generate is selected. *Alphanumeric, 7 characters*	Course Information > State Code Course.stateCode
Course Name	Reports the name of the course based on the assigned State Course. This returns the name of the course from Course Management.	Course Management
Section Number	Report the Number of the section for the reporting section of record.	Section Information > Number Section.number

Data Element	Description	Location
Staff UID	Reports the Staff State ID of the Lead Teacher for the reporting section of record that is active on the Snapshot Date selected on the Extract Editor. All teachers entered as Primary are lead Teachers and only those Teachers entered as Secondary that are marked with a Role of Secondary Lead Teacher are Lead Teachers. - For Pullout classes, reports the Lead Teacher active on the extract editor Snapshot Date from the original section (section the record reports to). - For Combined classes, the record reports to the section with the most rostered students (else lowest grade level if tied) - the Lead Teacher active on the extract editor Snapshot Date entered on the reporting section - reports.	Demographics > Person Identifiers person.staffStateID
Lead Teacher	Report the concatenated Last Name (+) space (+) Middle Initial (+) First Name of the teacher reported in field 12: StaffUID.	Demographics > Last Name, Middle Name, First Name Person.lastName Person.middleName Person.firstName

Data Element	Description	Location
Teacher Count	Reports the number of Lead Teachers present on the section of record on the Snapshot Date selected on the extract editor. • All teachers entered as Primary are lead Teachers & only those Teachers entered as secondary that are marked with a Role of Secondary Lead Teacher are Lead Teachers. • Combined classes count all active Lead Teachers on both the original section and the combined section. See the Data Setup information for information on Lead Teachers.	Calculated value
Student Count	Reports the number of (reportable) studentsscheduled in the section of record on the Snapshot Date selected on the extract Editor. • When the roster start date = snapshot date, count student. If roster end date = snapshot date, count student. • Combination classes return a total of all reportable rostered students from both the original section and the combined section. **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.