

# K-13 Legislative Class Size (LCS)

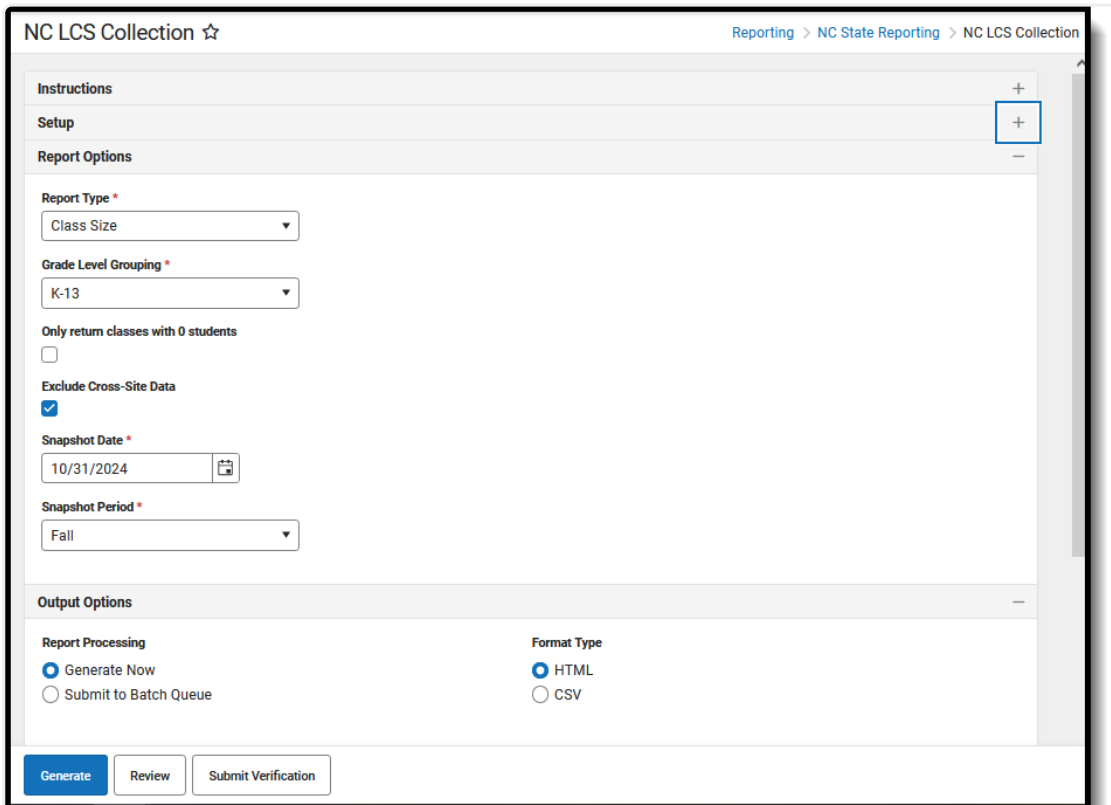
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Tool Search: NC LCS Collection

As part of the [Legislative Class Size Collection](#), the **K-13 Legislative Class Size Report** returns one record per reportable section that has a State Course Code present, a qualifying student scheduled, and at least one Lead Teacher assigned to the class on the Snapshot Date.

See the [NC Legislative Class Size](#) article for information on required data setup, report logic, tool rights, and more.



The screenshot shows the configuration interface for the NC LCS Collection report. The interface is titled "NC LCS Collection" and includes a breadcrumb trail: "Reporting > NC State Reporting > NC LCS Collection".

The configuration is organized into several sections:

- Instructions:** Contains a "+" icon.
- Setup:** Contains a "+" icon.
- Report Options:**
  - Report Type \*:** A dropdown menu set to "Class Size".
  - Grade Level Grouping \*:** A dropdown menu set to "K-13".
  - Only return classes with 0 students:** An unchecked checkbox.
  - Exclude Cross-Site Data:** A checked checkbox.
  - Snapshot Date \*:** A date input field set to "10/31/2024" with a calendar icon.
  - Snapshot Period \*:** A dropdown menu set to "Fall".
- Output Options:**
  - Report Processing:** Radio buttons for "Generate Now" (selected) and "Submit to Batch Queue".
  - Format Type:** Radio buttons for "HTML" (selected) and "CSV".

At the bottom of the form are three buttons: "Generate", "Review", and "Submit Verification".

*NC Legislative Class Size Report*

## Report Logic

## State Course Codes

The State Course Code field must be populated on the Course Information editor. At least one student must be scheduled into the section on the Snapshot Date.

The Course Section must be actively scheduled on the Snapshot Date.

At least one Lead Teacher must actively teach the class on the Snapshot Date.

## 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 SECONDARY on Section Staff History MUST have a ROLE of Secondary Lead Teachers and must be active on the Snapshot Date to count as Lead Teachers.

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.

Each unique Lead Teacher from the section of record is counted. The Course Section must have at least one scheduled student.

## Students

Students must be enrolled in grades K-13.

A derived grade level is used to determine the Class Grade Level for the course, which is based on the majority of scheduled students into the course. When the class contains an equal number of multiple grade level students, the lowest grade level reports.

Students do NOT report 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.
- They exit (end enrollment) before the date selected but within the submission window.
- They begin (start enrollment) after the date selected but within the submission window.

## Report Editor

Data Element	Description
<b>Setup</b>	

Data Element	Description
<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>	
<b>Report Type</b>	Indicates which LCS report generates. For this instance, select <b>Class Size</b> .
<b>Grade Level Grouping</b>	Indicates which grade levels are included. For the K-13 Class Size report, select the Grade Level Grouping of K-13.
<b>Only return classes with 0 students</b>	<p>When marked:</p> <ul style="list-style-type: none"> <li>• Classes must have zero reportable students scheduled on the Snapshot Date selected on the report editor to report. <ul style="list-style-type: none"> <li>◦ When students are scheduled, they must be marked as No Show or State Exclude on their enrollment record or enrolled in a calendar or grade level marked as State Exclude.</li> </ul> </li> <li>• Only the Generate button is available.</li> </ul> <p>When NOT marked:</p> <ul style="list-style-type: none"> <li>• Classes with zero scheduled students on the snapshot date entered on the report editor do not report.</li> <li>• At least one reportable student must be scheduled into the course on the snapshot date selected on the report editor.</li> <li>• When a Snapshot Period of Fall or Spring is selected, the Generate, Review, and Submit Verification options are available.</li> <li>• When a Snapshot Period of No Snapshot is selected, only the Generate option is available.</li> </ul> <p>This option does not display for State Edition.</p>
<b>Exclude Cross-Site Data</b>	<p>When marked, Cross-Site Enrollment courses are not included in the report.</p> <p>This option does not display for State Edition.</p>

Data Element	Description
<b>Snapshot Date</b>	<p>Indicates the date the report was generated.</p> <p>For official submissions, select the last date of October for the Fall Submission Period and the last day of February for the Spring submission.</p> <p>For unofficial submissions, any date can be selected.</p>
<b>Snapshot Period</b>	<p>Indicates from which time of year the report applies.</p> <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> <p>Fall and Spring are official data collections and are submitted to the state. No Snapshot period is used for reviewing data prior to submission.</p> <p>Only the Generate button is available when the No Snapshot (Unofficial) option is selected.</p>
<b>Output Options</b>	
<b>Report Processing</b>	<p>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.</p> <p><b>Due to the amount of data collected in this report, use the Batch Queue option.</b></p>
<b>Format Type</b>	<p>Determines in which format the report generates - CSV or HTML.</p>

# Official Submission Procedures

## District Edition Report Generation

1. Search for and select the desired **Calendars**.
2. Select **Class Size** from the **Report Type** field.
3. Verify the **Grade Level Grouping** is set to **K-13**.
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 the desired **Format Type**.

9. Click **Generate**. The report is displayed in the selected format. The Generate step creates a snapshot of data as it was on the day it was generated.
10. Click **Review**. This pulls data from the snapshot previously created; when 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.
11. Click **Submit Verification**. Once the data has been generated and reviewed, submit that data to the state. A Success Message displays indicating the report has been submitted. The same individual who generated the report must also be the same individual to submit this data.

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

Class Size Records:96																		
Year	PSUNumber	LEAName	SchoolNumber	SchoolName	ClassGradeLevel	Department	TeacherDuties	CourseStateID	CourseName	SectionNumber	StaffUD	LeadTeacher	TeacherCount	StudentCount	SnapshotPeriod	Submitted	GeneratedBy	Generated
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	01	Non Clasm	Non Clasm 01	9932920	Activity Period/ Homeroom	11	1234567890	Staff Loreta	1	4	F	0	Administrator, System	11/22/20 11:12 AM
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	01	Non Clasm	Non Clasm 01	9932920	Activity Period/ Homeroom	12	2345678901	Staff Anders	1	18	F	0	Administrator, System	11/22/20 11:12 AM
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	02	Non Clasm	Non Clasm 02	9932920	Activity Period/ Homeroom	21	3456789012	Staff Carrie	1	10	F	0	Administrator, System	11/22/20 11:12 AM
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	02	Non Clasm	Non Clasm 02	9932920	Activity Period/ Homeroom	22	4567890123	Staff Torrence	1	12	F	0	Administrator, System	11/22/20 11:12 AM
2025	090	Bladen County Schools	090318	Bladen Lakes Primary	03	Non Clasm	Non Clasm 03	9932920	Activity Period/ Homeroom	31	5678901234	Staff Sharlene	1	14	F	0	Administrator, System	11/22/20 11:12 AM

*K-13 Legislative Class Size - HTML Format*

## State Edition Report Generation

Once the districts submit the data, State Edition users review that. The selected data must match the values the districts used when submitting it.

1. Search for and select the desired **Calendars**.
2. Select **Class Size** from the **Report Type** field.
3. Verify the **Grade Level Grouping** is set to **K-13**.
4. Enter the appropriate **Snapshot Date**.
5. Select the appropriate **Snapshot Period** of 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

1. Search for and select the desired **Calendars**.
2. Select **Class Size** from the **Report Type** field.
3. Verify the **Grade Level Grouping** is set to **K-13**.
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. Enter a **Snapshot Date**.
  8. Select a **Snapshot Period** of **No Submission (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.

## Report Layout

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>Report the mapped State Grade Level Code reflecting the majority of students scheduled into the class on the Snapshot Date selected on the Extract Editor.</p> <p>When an equal number of multiple grade-level students are scheduled, the lowest state grade level reports.</p> <p>When the <b>Only return classes with 0 students</b> checkbox is marked, this field reports null/blank.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Grade Level Setup</p> <p>gradeLevel.stateCode</p>
<b>Department</b>	<p>Reports the Department of the course for the reporting section of record.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Course Information &gt; Department</p> <p>Department.name</p>
<b>Teacher Duties</b>	<p>Reports a concatenated value of the Department Name plus the derived Class Grade Level.</p> <p><i>Alphanumeric, 15 characters</i></p>	<p>N/A</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>
<b>Course Name</b>	<p>Reports the name of the Course based on the assigned State Code.</p> <p>This field reports the name of the course from the Course Code Mapping for the reporting section of record.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Course Information &gt; Name</p> <p>Course.name</p> <hr/> <p>Course Code Setup</p>
<b>Section Number</b>	<p>Reports the number of the section for the reporting section of record.</p> <p><i>Numeric, 2 digit</i></p>	<p>Section Information &gt; Number</p> <p>Section.number</p>

Data Element	Description	Location
<b>Staff UID</b>	<p>Reports the Staff State ID of the <b>Primary Teacher</b> for the reporting section of record that is active on the Snapshot Date selected on the Extract Editor.</p> <p>When there is NO Primary <b>Teacher</b> entered, the SSID of the Teacher <b>or Section Staff</b> reports ONLY when the Role field has the Secondary Lead Teacher selected and that record is active on the Snapshot Date.</p> <p>In the case of a tie (where two teachers start on first day of class and both are active and marked as Secondary Lead), the last teacher entered reports.</p> <p><i>Numeric, 10 digits</i></p>	<p>Demographics &gt; Person Identifiers &gt; Staff State ID</p> <p>Person.staffStateID</p> <hr/> <p>Section Staff History &gt; Primary Teacher,</p> <p>SectionStaffHistory.primary</p>
<b>Lead Teacher</b>	<p>Reports the concatenated value of the Last Name (+) space (+) Middle Initial (+) First Name of the teacher reported in the previous field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Last Name, Middle Initial, First Name</p> <p>Identity.lastName Identity.middleName Identity.firstName</p>
<b>Teacher Count</b>	<p>Total count of the number of Lead Teachers present on the section of record on the Snapshot Date selected on the extract editor.</p> <p>All staff entered as Primary Teacher are Lead Teachers, and only those staff entered as Teacher or Section Staff who have a Role of 'Secondary Lead Teacher' are Lead Teachers.</p> <p><i>Numeric, 1 digit</i></p>	<p>Calculated value</p>



Data Element	Description	Location
<b>Student Count</b>	<p>Total count of the number of (reportable) students scheduled into the section of record on the Snapshot Date selected on the extract Editor.</p> <ul style="list-style-type: none"> <li>• When the Roster Start Date is equal to the snapshot date, the student is counted.</li> <li>• Wne the Roster End Date is equal to the snapshot date, the student is counted.</li> </ul> <p>Reportable students are not marked as State Exclude or No Show and have a Student State ID.</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>When the Snapshot Period is set to No Snapshot (Unofficial), this field reports blank.</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
<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

Data Element	Description	Location
<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>	<p>N/A</p>