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.

K-13 Legislative Class Size

Report 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

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.

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

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
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.

Data Element	Description
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.
Grade Level Grouping	Indicates which grade levels are included. For the Class Size report: This is • When the Snapshot Period is set to No Snapshot (Unofficial), the report can be generated for K-3, 4-8, and K-13. • When the Snapshot Period is set to Fall or Spring, K-13 is the only option 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	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.

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

1. Search for and select the desired **Calendars.**
2. Select **Class Size** from the **Report Type** field.
3. Select a **Snapshot Period** of Fall or Spring.
4. Verify the **Grade Level Grouping** is set to **K-13**.
5. Mark the **Exclude Cross-Site Data** checkbox, if desired.
6. Select the desired **Format Type**.
7. 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.
8. 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.
9. 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.

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.** Select **Class Size** from the **Report Type** field.
2. Select a **Snapshot Period** of Fall or Spring.
   Verify the **Grade Level Grouping** is set to **K-13**.
3. Mark the **Exclude Cross-Site Data** checkbox, if desired. Select the desired **Format Type**.
4. Select **Generate Now** to generate the report immediately or select **Submit to Batch Queue** to choose when the report generates.
5. Select the desired **Format Type**.
6. 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. Select a **Snapshot Period** of **No Submission (Unofficial).**
4. Verify the **Grade Level Grouping** is set to **K-13**.
5. 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
6. Mark the **Only return classes with 0 students** checkbox to return class records where NO students are rostered 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.

Report Layout

Data Element	Description	Location

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
School Name	Reports the Name of the school. *Alphanumeric, 15 characters*	School Information > School Detail > Name School.name
Class Grade Level	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. When an equal number of multiple grade-level students are scheduled, the lowest state grade level reports. When the **Only return classes with 0 students** checkbox is marked, this field reports null/blank. *Alphanumeric, 2 characters*	Grade Level Setup gradeLevel.stateCode

Data Element	Description	Location
Department	Reports the Department of the course for the reporting section of record. *Alphanumeric, 10 characters*	Course Information > Deparment Department.name
Teacher Duties	Reports a concatenated value of the Department Name plus the derived Class Grade Level. *Alphanumeric, 15 characters*	N/A
Course State ID	Reports the assigned State Course Code. *Alphanumeric, 7 characters*	Course Information > State Code Course.stateCode
Course Name	Reports the name of the Course based on the assigned State Code. This field reports the name of the course from Course Management for the reporting section of record. *Alphanumeric, 30 characters*	Course Information > Name Course.name Course Management
Section Number	Reports the number of the section for the reporting section of record. *Numeric, 2 digit*	Section Information > Number Section.number

Data Element	Description	Location
Staff UID	Reports the Staff State ID of the **Primary Teacher** for the reporting section of record that is active on the Snapshot Date selected on the Extract Editor. When there is NO Primary **Teacher** entered, the SSID of the Teacher **or Section Staff** reports ONLY when the Role field has the Secondary Lead Teacher selected and that record is active on the Snapshot Date. 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. *Numeric, 10 digits*	Demographics > Person Identifiers > Staff State ID Person.staffStateID Section Staff History > Primary Teacher, SectionStaffHistory.primary
Lead Teacher	Reports the concatenated value of the Last Name (+) space (+) Middle Initial (+) First Name of the teacher reported in the previous field. *Alphanumeric, 30 characters*	Demographics > Last Name, Middle Initial, First Name Identity.lastName Identity.middleName Identity.firstName
Teacher Count	Total count of the number of Lead Teachers present on the section of record on the Snapshot Date selected on the extract editor. 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. *Numeric, 1 digit*	Calculated value

Data Element	Description	Location
Student Count	Total count of the number of (reportable) students scheduled into the section of record on the Snapshot Date selected on the extract Editor. • When the Roster Start Date is equal to the snapshot date, the student is counted. • Wne the Roster End Date is equal to the snapshot date, the student is counted. Reportable students are not marked as State Exclude or No Show and have a Student State ID. *Numeric, 3 digits*	Calculated value
Snapshot Period	Indicates whether the Snapshot Period selected on the Report Editor is Fall (F) or Spring (S). When the Snapshot Period is set to No Snapshot (Unofficial), this field reports blank. *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
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

Data Element	Description	Location
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