NC Legislative Class Size Collection

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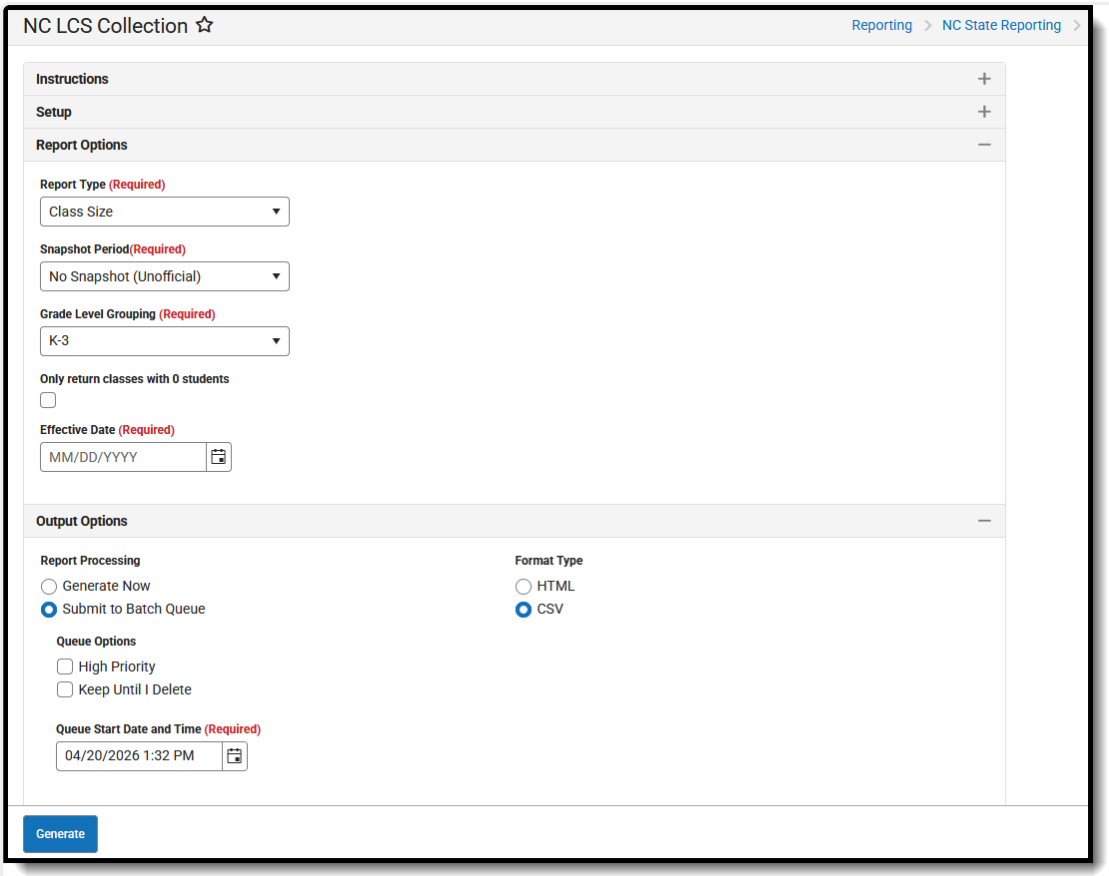
The **Legislative Class Size Collection** (LCS) is a series reports based on a snapshot of data taken on the last day of October and the last day of February of each school year.

- The Fall Submission is taken on October 31.
- The Spring Submission is taken on the last day of February.
- Unofficial submissions are taken monthly.

See the Report logic and layout section for global logic information.

See the Report Type description and the linked PDFs for logic and layout information for the specific LCS extract.



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Official Submission vs. Unofficial Submission file generation

The LCS Report Editor includes three Report Types, three Grade Level Groups, and two Violation Types, plus three options for the Snapshot Period. The selections determine whether the file is an Official Submission to the state or an Unofficial File that is generated.

The following table lists the Report Types and the selections needed to generate the report for an Official Submission or an Unofficial File Generation.

What makes a report an Official Submission?

- Official Submissions have the Review and Submit Verification buttons next to the Generate button.
- Official Submissions create a data snapshot when first generated and use DIS functionality.
- Official Submissions are submitted for the last day of October (Fall) and the last day of February (Spring).

What makes a report an Unofficial File Generation?

- Unofficial Files (usually) only have the Generate button available. Review and Submit Verification buttons do not display.
- Unofficial Files do not require the data snapshot and is not needed for Review. The report may still be generated, but they do not need the data snapshot as part of their process.
- Unofficial Files are generated at any time, using the No Snapshot as the Snapshot Period or not selecting a Snapshot Period.
- Unofficial Files are used to review the current state of data or for debugging purposes.

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.
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	

Data Element	Description

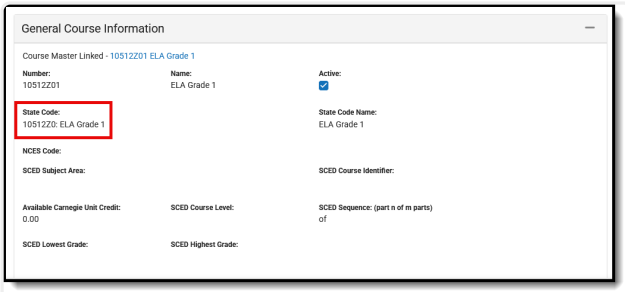
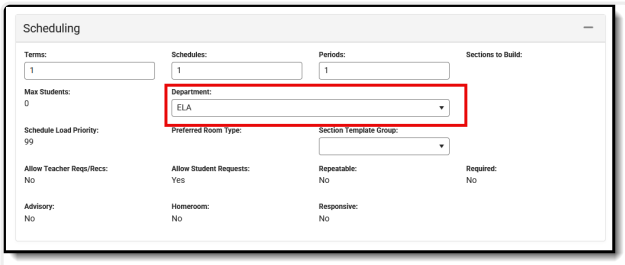
Report Type	Indicates which LCS report generates.
	• Class Size
	  ◦ Class Size Unofficial (K-3) (4-8)
	  ◦ Class Size Report - Official and Unofficial (K-13)
	• Class Size Violations - Unofficial (K-3)
	• Class Size Average (K-3) (4-8) (October 2026)
	• Program Enhancement Teachers Report - Official and Unofficial (K-13) (October 2026)

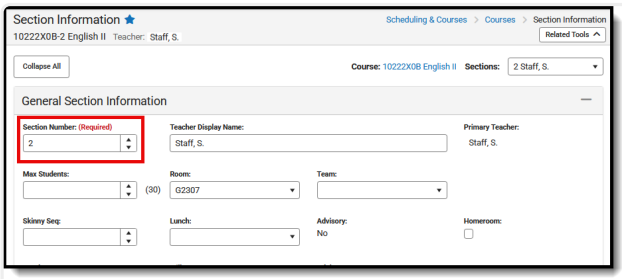
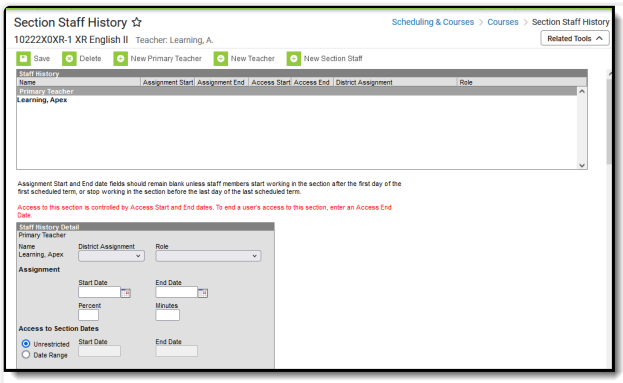
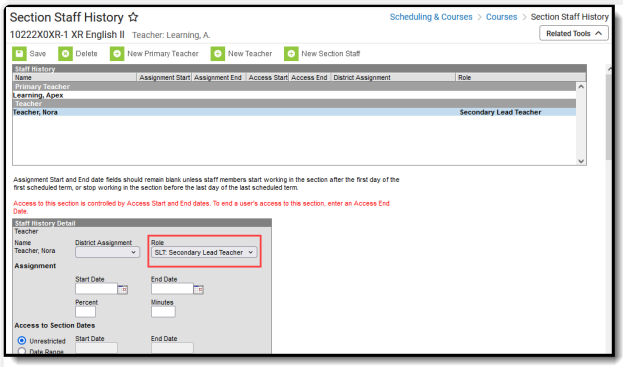
Snapshot Period	Indicates for what period the report was generated. Options are: • No Snapshot (Unofficial) • Fall • Spring The value chosen for the Snapshot Period determines the values in the Effective Date field.
Grade Level Grouping	Indicates which grade levels are included. For the Program Enhancement Teachers report, the only option is **K-13.**
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.
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	

Data Element	Description
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. Districts need to follow these steps: 1. Generate the report to create a snapshot of data. 2. Select the same information as chosen when generating the report, but now choose Review. This pulls the data from the previously created snapshot. 3. Submit the reviewed data to the state using the Submit Verification option.
Format Type	Determines in which format the report generates - CSV or HTML.

Data setup

Before generating the LCS reports, verify that the following information is entered on Courses and Sections.

Required Data	Information
The **State Course Code** and the **Department** fields are populated on the Course Information editor.	 *Course Information - State Course Code*  *Course Information - Department*

Required Data	Information
The **Section Number** is populated on the Section Information editor.	 *Section Information - Section Number*
The **Primary Teacher** is entered on the Section Staff History tool • All staff entered as Primary Teachers are considered Lead Teachers. (first image) • Staff entered as Teacher or Section Staff must have a **Role** of **SLT: Secondary Lead Teacher** or **TOR: Teacher of Record** to be identified as a Lead Teacher. (second image)	 *Section Staff History - Primary Teacher*  *Section Staff History - Secondary Lead Teacher Role*

Combined and Pull-Out Classes

Each distinct reportable section reports one record. However, Combined or Pull-Out classes could also need to be reported as one record.

- **Combined Class** logic is used when multiple matching Sections from different Courses must be reported as one record.

- **Pull-out Class** logic is used when multiple Sections of the same Course must report as one record.

Combined Classes	Pull-Out Classes

• State Course Codes for a Combined Class must be one of the following:
  ◦ K-3: 10502Z0, 10512Z0, 10522Z0, or 10532Z0
  ◦ 4-8: 10542Z0, 10552Z0, 10562Z0, 10572Z0, or 10582Y0
• Matching sections must have the same section number.
• Matching sections must have the same Primary Teacher.
• Matching sections must have the same Section Schedule Placement.
  ◦ These classes must be scheduled identically, using the same Schedule Structure, for the same Term/s, and during the same Period/s.
	Typical class Sections have a Section Number with a maximum length of three digits; a Pull-out Section of the class will prefix the original class section number with a 1 in the thousandth position, making all Pull-out class Section Numbers four digits.
	• Example 1
	  ◦ A typical class Section has a Section Number = 1.
	  ◦ A pull-out class for that Section must have a Section Number = 1001.
	• Example 2
	  ◦ A typical class Section has a Section Number = 347.
	  ◦ A pull-out class for that Section must have a Section Number = 1347.
	
	When the original section of a class is grouped with a pull-out section, the resulting record returns the Primary Teacher of the original class. The Teacher Count will only reflect the Pull-out section's Primary Teacher. Students from both sections are summed for the student count.
	
	When the original section or the pull-out section has no students scheduled, while the other does, these sections will not be grouped. The original section will report as a stand-alone record, and the no students rostered section will report when the 'Only return classes with 0 students' option is selected on the extract editor.
	
	Sections must have the same primary teacher on the snapshot date.

Generate the report

1. Select the applicable **Calendar(s)** to include in the report.
2. Select the desired **Report Type** from the dropdown list. See the **Report Options** description above.

3. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
4. Select the desired **Format Type**.
5. Click **Generate**. The report displays in the selected format.

Report logic and layout

Refer to the NC LCS Global Logic October 2026.pdf PDF for logic for ALL LCS reports.

Refer to the Report Type description and the linked PDFs for logic and layout information for each LCS report.