

Welcome to the webinar 3 through 8 Course Coding, Coding Non-Secondary Level Courses.

Coding non-secondary courses is an ARRA reporting requirement, ARRA meaning the American Recovery and Reinvestment Act. There is a need to link teachers to students in grades three through eight for math, reading, language arts, and grades five and eight in science. There is also a need to have non-secondary level courses coded if they are worth supplemental weighting. The two main reasons for non-secondary courses to be eligible for supplemental weighting are: (1) If your district has a course where students from another district are coming over into your district to take that course or (2) if your district has hired a non-district teacher to teach the course in your district, in other words your district has bought out a portion of the teacher's contract from another district and that teacher is teaching a local course in your district. These two types of courses will need to have SCED codes.

Non-secondary schools are set up using two different structures, non-departmentalized and departmentalized. In non-departmentalized the student has the same teacher for science, math, reading, and language arts. That teacher does everything. In this case you have the option of coding courses or you may link students to teachers through the homeroom teacher folder number data element. We are going to go through the three major software vendors and how to link the teacher to the students for the non-secondary, non-departmentalized classes.

We will start with JMC. Set the Advisor to the main teacher. The Advisor field is found on the main student demographics page. In JMC go into Attendance – Edit - Edit Student Data. Find the Advisor field and set that to be the main or 'homeroom' teacher. Then, go to Attendance- Staff – Teachers/Rooms. You will find a place to enter the teacher's folder number. Let's see what the screens look like.

Here is the edit student data screen on the file based version of JMC. Notice the advisor field. Set that to be the student's main teacher. Again, this is on the Attendance – Edit – Edit Student Data screen. It is the main demographic screen for a student.

Here is the edit student data screen on the Next_Gen web based version of JMC. The field is in the same location.

You will then need to enter the teacher folder number by going to Attendance - Staff and down to Teachers/Rooms. Find the teacher listed under teachers. Click on that teacher to bring up the information. Notice one of the fields says file folder number. This is the board of educational examiners file folder number for that teacher. This should be on record in the business office.

In the web based JMC go to Attendance – Staff – Teachers. Scroll down the list to find the teacher. To add the folder number for the teacher, click on Edit next to the teacher's name.

If you are using PowerSchool, you are going to set up a course as a homeroom course and schedule students into this course. Usually this course has already been set up so that attendance can be taken on the students. The course might say Attendance or something similar. There is a place to identify the course as a homeroom course on the Edit Course District Information page. It is a checkbox that you will

check to say this course is a homeroom course. You will also need to enter the teacher's folder number. You will do that on the Staff Information page. Look for the data element called StatePrID or state Providence ID. Let's take a look and see what those screenshots look like.

Here's a screenshot for the Edit Course District Information page. You'll notice at the bottom, and it is the very last item on the page, there is a box next to D0055 that says 'This course is a homeroom course'. Check that box and then on the Staff Information page you will find the StatePrID.

This is where you will enter the teacher's file folder number or BOEE file folder number, in the StatePrID

Infinite Campus is very similar to Powerschool. You will need to identify a course as a homeroom course and you will do this either in the course or by the section. You will click the box next to homeroom. You will also need to enter the teacher's folder number on the Staff District Employment - Employment Record page. The field that you are looking for is called licensure number.

Let's take a look at these screenshots and I do apologize that these are quite blurry. Mark the course or the section as a homeroom. Again, it is just a checkbox where it says homeroom.

Then on the Staff District Employment - Employment Record page, find the teacher and find the field called license number. Enter the file folder number for the teacher.

For non-secondary departmentalized classes, in other words a student has a different teacher for different subjects. The student switches teachers. It is run similar to a junior high or high school schedule where students have different teachers for different courses and these courses are scheduled in the student information system. These courses will need SCED codes.

The SCED code is eleven characters long. The first five digits are the course description. The first two digits consist of the subject area and the next three digits consist of the course title. This makes up the course description or the first five digits. These codes are found in the Non-Secondary SCED document. This manual is not the one that's used for the high school courses but it is the non-secondary document which we do have listed on our Student Reporting in Iowa website and I will show this to you in a few minutes. The next character is the course level. You have two choices, 'X' for a General class and an 'S' for Specially Funded. Specially funded are courses that use categorical funding. They can be Title I courses, they can be ELL courses, or they can be special education courses. Any courses that use categorical funding will be coded 'S' for Specially Funded. The next three digits consist of the filler and it will always be '000'. The intended grade span makes up the last two digits.

Remember how I said that you could look for that list of SCED codes? Go to the Student Reporting website. To get there go to www.educatelowa.gov, in the main toolbar click on Data & Statistics, and then go down to Student Reporting in Iowa. This is our Student Reporting in Iowa website where all of our documentation is stored. Scroll down to 'Course Coding and Supplemental Weighting'. There you will see two different documents. One says 'Course Coding Non-Secondary Level Courses (required)' and by that it is just going to have the math, reading, language arts, and science. The next document is the complete list of non-secondary course codes. So if you are coding, say a history course, or a social

studies course, or a music course for non-secondary level, you will want the complete list. The courses eligible for supplemental weighting may be other courses than what is required for federal reporting. Otherwise the only ones that are required are reading, math, language arts, and science in grades five and eight.

This is a page from the SCED manual for the non-secondary courses. It pretty much walks you through the entire SCED code. The first two digits are the subject area, then you have the course title, the level is either an 'X' or an 'S' depending upon if it is a general course or as specially funded course, the next three are the filler '000' and that is a constant, and then the grade span. Again this is the intended grade span of the course.

Let's take a look at a couple of examples. The first example is a general third-grade mathematics course. Using the Non-Secondary SCED Code document, we see elementary third-grade mathematics is 52033. Since it is a general course we will have a 'X' for the level, the static filler '000', and then because this is a third-grade course and intended only for third-graders the SCED code ends in 33. Let's take a look at a second example. A Title I Reading course intended for third and fourth grade students. Looking on the SCED code manual for non-secondary courses we notice the reading course is a 51043. I'm going to use the level of 'S' for specially funded because it is a Title I Reading course. The next three characters will be '000', the static filler, and because this course is intended for third and fourth graders I am going to end this in 34. Again this is the intended grade span for the course. It's not who is actually sitting in the course. So let's say I have a very gifted third-grader sitting in a fifth-grade mathematics class. Because that fifth grade mathematics course is only intended for fifth graders, I would end it in 55 even though a very gifted third-grader is sitting in the class. It is not intended for third-graders. It is intended for fifth graders. It is just the student is gifted and that is why that student is taking the course. So again, end it in the intended grade span for the course.

If you have seventh and eighth grade courses that are really secondary level, I can think of a couple of examples Algebra I or maybe Spanish I that is really a secondary level course, but it is being taught in the middle school or in the junior high for seventh and eighth grade students, for those courses you are going to use the same SCED code as its secondary counterpart. So in this case I am not going to look up in the non-secondary course codes for the first five digits, but instead I would probably contact the high school to see what SCED code they are using and use that SCED code. For all of these courses the accreditation program area will be zero. It does not matter if the student receives high school credit or not for the course because these courses are secondary level courses just being taught at 7th or 8th grade. You will use the high school counterpart for the SCED code but because the accreditation area is only used for 9th to 12th grade courses, the accreditation program area must be zero for these courses.

This brings up another point, the other course data elements for these non-secondary courses. The course origination will be a '1' local district course taught by district teacher, an '8' other, or it could be '11' local district course taught by non-district teacher. Any of these courses with the course origination of 11 will need a SCED code because these are the courses for which you will probably be requesting supplemental weighting. The accreditation program area will be '0' - Not used for accreditation since the accreditation report is only for high schools. The accreditation report is only for grades 9 through 12 and

it deals with chapter 12 Offer and Teach. The institution providing the course should probably be your local district number and the vendor should default this to be your local district number. The section teacher folder number will need to be populated and that will be populated very similar to how we went through populating the homeroom teacher folder number.

The section teacher folder number will be required for any course in grades three through eight with nonzero SCED codes. Actually, I should take this down more. Any course that has a nonzero SCED code will need a section teacher folder number. I put here 3-8 because those are the ones that are required through the ARRA reporting, remember the math, the science, the reading, and language arts. But if your district is requesting supplemental waiting for a course for K through two, that course will need to be coded and that course will also need the section teacher folder number.

The section teacher folder number will be entered in the same place as the homeroom or HSAP teacher folder number. Just to recap, in Infinite Campus you will go to the staff-district employment - employment record page and you will put in the licensure number. In JMC you will put that number on the attendance - staff – teachers/rooms page. Click on the name of the teacher and it will say file folder number. In Powerschool it is on the staff information page and again the element is called statePRID. Because the student is scheduled into the course with this teacher, your software knows to go to this portion in the student information system to find the file folder number.

If you have any questions on non-secondary course coding, please feel free to call any one of us SRI consultants. Thank you for tuning into this webinar.