Non Secondary Course Coding
Non-Secondary

- ARRA (American Recovery and Reinvestment Act) reporting requirement
- Need to link teachers to students in grades 3-8
  - Math
  - Reading
  - Language Arts
  - Science (Grades 5 and 8)
- Courses eligible for supplemental weighting must have a SCED code.
Non-Secondary
Non-Departmentalized Classroom

- Student has same teacher for science, math, reading, and language arts.

- Teacher will be linked to student through the Homeroom Teacher Folder Number data element.
Non-Secondary
Non-Departmentalized Classrooms using JMC

- The folder number of the person set to ‘Advisor’ on the main student demographics page will be extracted.
  - Set the teacher to be the ‘Advisor’:
    - Edit - Edit Student Data
  - Enter the teacher’s folder number:
    - Attendance – Staff – Teachers
Set teacher to be the Advisor
Set teacher to be the Advisor
Attendance – Staff – Teachers/Rooms
To add the folder number, click on *Edit* next to the teacher’s name.
Non-Secondary
Non-Departmentalized Classroom using PowerSchool

- Identify the course as a homeroom course
  - Edit Course District Information page
  - D0055 This course is a homeroom course

- Enter teacher’s folder number
  - Staff Information page
  - StatePrID
Check box to indicate course is a Homeroom course. It is the very last item on the page.
Enter Teacher Folder Number into StatePrID
Non-Secondary
Non-Departmentalized Classroom using Infinite Campus

- Identify the course as a homeroom course
  - In Course/Section tab click box next to Homeroom

- Enter teacher’s folder number
  - Staff-District Employment-Employment Record
    - Licensure Number
Mark the course or section as homeroom.

Click box to indicate the course/section is a Homeroom
Staff-District Employment-Employment Record

Enter the Teacher Folder Number in the License Number field
Non-Secondary Departmentalized Classes

- Student has different teachers for science, math, reading, and language arts.

- Courses are ‘scheduled’.

- Courses will need a SCED code.
SCED Codes for Non-Secondary Courses

- 11 Characters long
  - Course Description - 5 digit code consisting of the Subject Area and Course Title
  - Course Level
    - ‘X’ for general classes
    - ‘S’ for specially funded classes (Title 1, ELL, etc.)
  - Filler – always use ‘000’
  - Grade Span – two digits indicating the course’s intended grade span
For a list of Non-Secondary SCED Codes go to:
www.educateiowa.gov > Data & Statistics > Student Reporting in Iowa

Course Coding And Supplementary Weighting

- Course Coding Non-Secondary Level Courses (Required) 2011-2012 (20 kB)
- Complete List of Non-Secondary Course Codes, 2011-2012 (53.91 kB)
- SCED Codes for Community College Courses 5_19_11.xlsx (1.03 MB)
- Contact Minutes for Community College Courses, 2011-2012 (1.23 MB 2011-09-26 12:13:19)
- FAQ Concurrent Enrollment (4/27/11)
- Supplementary Weighting Change Details (4/25/11)
- SYP Guidance
- Course Coding (Secondary and Non-Secondary)
- SCED Code Handout Updates (High School Level)
- EASIER SCED Coding Handbook (Dec 2009)
### ENGLISH LANGUAGE AND LITERATURE

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Course Title</th>
<th>Level</th>
<th>Filler</th>
<th>Grade Span</th>
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<tbody>
<tr>
<td>Language Arts Grade 3</td>
<td>031</td>
<td>X or S</td>
<td>000</td>
<td>Varies</td>
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<tr>
<td>Language Arts Grade 4</td>
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<td>Language Arts Grade 5</td>
<td>033</td>
<td>X or S</td>
<td>000</td>
<td>Varies</td>
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<td>Language Arts Grade 6</td>
<td>034</td>
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<td>Language Arts Grade 7</td>
<td>035</td>
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<td>Varies</td>
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<td>Language Arts Grade 8</td>
<td>036</td>
<td>X or S</td>
<td>000</td>
<td>Varies</td>
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<tr>
<td>Language Arts Multi Grade or Ungraded</td>
<td>037</td>
<td>X or S</td>
<td>000</td>
<td>Varies</td>
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<td>Reading Grade 3</td>
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<td>Reading Multi Grade or Ungraded</td>
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<td>X or S</td>
<td>000</td>
<td>Varies</td>
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### MATHEMATICS

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<th>Subject Area</th>
<th>Course Title</th>
<th>Level</th>
<th>Filler</th>
<th>Grade Span</th>
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</thead>
<tbody>
<tr>
<td>Mathematics Grade 3</td>
<td>033</td>
<td>X or S</td>
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<td>Varies</td>
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<tr>
<td>Mathematics Grade 4</td>
<td>034</td>
<td>X or S</td>
<td>000</td>
<td>Varies</td>
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</table>
Non-Secondary Courses

Two Examples

1) A general 3rd Grade mathematics course:  52033X00033

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<th>52</th>
<th>033</th>
<th>X</th>
<th>000</th>
<th>33</th>
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<tbody>
<tr>
<td>Elementary Mathematics</td>
<td>3rd Grade Mathematics</td>
<td>Non-Secondary Level</td>
<td>Static Filler</td>
<td>Intended for only 3rd grade</td>
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</table>

2) A Title 1 Reading course intended for 3rd and 4th grade students:  51043S00034

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<thead>
<tr>
<th>51</th>
<th>043</th>
<th>S</th>
<th>000</th>
<th>34</th>
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<tbody>
<tr>
<td>English Language and Literature</td>
<td>Reading</td>
<td>Specially Funded</td>
<td>Static Filler</td>
<td>Intended for grades 3 thru 4</td>
</tr>
</tbody>
</table>
Secondary Level Courses in 7th and 8th Grade

☐ Use the same SCED code as its secondary counterpart

   Example: Algebra - 02052G10000

☐ Accreditation Program Area will be ‘0’

☐ Does not matter if student receives ‘high school’ credit for course
Other Course Data Elements for Non-Secondary Courses

- Course Origination
  - ‘1’ Local District Course taught by district teacher
  - ‘8’ Other
  - ‘11’ Local District Course taught by non-district teacher

- Accreditation Program Area
  - ‘0’ Not Used for Accreditation
  - Accreditation is only for high schools

- Institution Providing Course
  - Vendor should default to your local district number

- Section Teacher Folder Number
Section Teacher Folder Number

- Required for all courses with a non-zero SCED code.
  - Gr. 3-8 courses in Math, Reading, and Language Arts
  - Gr. 5 and 8 in Science
  - Any course worth supplemental weighting
Teacher Folder Number

- Will be entered in the same place as the Homeroom/HSAP Teacher Folder Number

- InfiniteCampus: Staff-District Employment-Employment Record

- JMC: Attendance – Staff – Teachers/Rooms

- PowerSchool: Staff Information Page
Questions?

- If you have any questions, please contact an SRI Consultant.

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