



L2RPT

SIRS-330 – Student Class and Course Instructor Summary Report

The Student Class Entry Exit and Course Instructor Assignment templates collect student/staff course data in order to comply with State and federal laws, including information presented in the School Report Cards.

This report combines data submitted in the Student Class Entry Exit and Course Instructor Assignment, allowing for drill-throughs of both teacher and student details.

Who Is Reported?

All students in every state-mapped course during the regular school year, must be reported in Student Class Entry Exit (district, BOCES, charter teachers), including students where the reporting LEA has “Instructional Reporting” (0055 Enrollment) only responsibilities. (i.e. Non-district students that are mainstreamed into one or more LEA classrooms from another district/program provider (i.e. BOCES)). **Do not report summer school courses.**

All staff members in school districts, BOCES, and charter schools reported in Staff Snapshot as “TEACHER,” and providing classroom instruction, must be reported in Course Instructor. Long-term substitutes may be reported. LEAs are not required to include short-term and per-diem substitutes. In the event, no permanent or long-term replacement is assigned to the course, the last instructor may be left in place with the appropriate end date. Teaching assistants and aides would not be reported.

Data Elements Found in the Report

Location: The school name as contained in the NYSED SEDREF database.

Subject: The SED BEDS code as contained in the NYSED SEDREF database.

Teacher Information

Name: The staff person's name.

TEACH ID: This is a seven-digit ID contained in the NYSED TEACH system. Use 9 numeric characters, left padded with two zeros.

Primary Indicator: Identify a staff person that has primary responsibility for the course. Teaching aides and assistants are not to be reported. A "Y" will subject the staff to a certification match as required by State and federal reporting. At least one Staff ID record for each course/section must be reported with a "Y" in this field. If a special education teacher is the only teacher in the class (primary), he/she should be reported here and in field 14.

Special Education Indicator: Identify special education instructors for the course/section. Teaching aides and assistants are not to be reported. A "Y" in this field will subject the staff to a special education certification match as required by State and federal reporting. If the special education teacher is the only teacher in the class, he/she should be reported here and in field 13.

Course Information

Course Code: Local course code that uniquely identifies the course. Local course codes must map to a State course code. See State Codes and Descriptions at: <http://www.p12.nysed.gov/irs/courseCatalog/home.html>. If the course culminates in a State assessment in the reporting year, use the subset of State Course Codes for courses leading to a State exam.

Course Name: The name assigned by the New York State course codes. See: <http://www.p12.nysed.gov/irs/courseCatalog/home.html> .

Course Section: This is the local section code for the course.

Term: The term in which the course/section is being reported.

Total Students: The total number of students in the course.

Total Teachers in Course: The total number of teachers assigned to the course.

Class Entry Date: First day of the school year, or first date of the school year that the staff member was assigned to this "location" in this assignment, whichever comes last. In most cases, this would be the first day of class. This cannot be a future date.

Class Exit Date: The last date in this course/section assignment for the staff person. Do not report unless the staff person's responsibility for the assignment has ended. This cannot be a future date.

Student Information

Name: The student's name derived from Student Lite.

Local ID: Unique identifier assigned by the Local Education Agency in which the student is enrolled.

NYSSIS ID: Unique identifier assigned by the Local Education Agency in which the student is enrolled. This is derived from Student Lite.

Grade Level: The student's grade level derived from Student Lite.

Subject: Content area of the course.

Class Entry Date: The date on which the student entered (enrolled in) the class. This cannot be a future date.

Class Exit Date: The date on which the student exited the class (e.g. dropped the class, left the district). If the student remained in the class (course) for the duration, use the date when the class ended (e.g. a December date for first semester courses or an end of school year date for full year courses). This cannot be a future date.

Dual Credit: Code that indicates that the student is enrolled in a course in an attempt to earn both postsecondary and high school credit, regardless of whether they actually earn the credit or not. Y=Yes, N=No. This may take the form where all students within a course are being instructed in the school through an approved institution of higher education or a situation where students may attend a college course for dual credit at an institution of higher education. If some of the students enrolled in a course/section are not attempting or are no longer attempting college credit, the Dual/Concurrent Enrollment Indicator should be set to an 'N'.