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**Specifications for Completing the**

**Master Schedule Collection**

***2024-2025***

# General Information

The Master Schedule Collection (MSC) data is required to satisfy federal assurances for Every Student Succeeds Act (ESSA). To meet the requirements of those indicators, it will also provide data previously collected through Instructional Personnel (IPAL), Math and Science Course Enrollment (CEDC), and Secondary Enrollment Demographic Form (SEDF).

The MSC is a system to identify teachers and administrators along with their licenses and endorsements. This data is matched to courses and individual students taught to ensure that students are receiving educational services from qualified instructors.

Student-level transcript information, including types of courses completed and grades earned are reported on the MSC. Courses are reported by SCED Code, a classification system used nationally to standardize courses for post-secondary use. Course data from the MSC is used to analyze students’ educational experiences in Virginia schools.

Course and academic experience data from the MSC are used to identify students completing components of the Career, College, and Civic Readiness Index (CCCRI). The CCCRI is an indicator of Virginia Standards of Accreditation for public schools which identifies students that have earned credit for advanced coursework and successfully completed a work-based or service-learning experience.

In this document, “Division” refers to both school divisions and regional centers unless otherwise specified.

**Reporting Cycles**

The MSC is collected twice a year:

* **Fall**: The Fall MSC submission is a snapshot on October 1st for students whose serving school is within the division, regional centers, or a private provider if applicable.
* **EOY**: The EOY MSC submission should include data as of the last day of school as well as summer school classes for high school credit or required for promotion in grades K-8. The EOY MSC should reflect a student’s academic experience for the entire school year.

**Note:**

Both the Fall and EOY MSC should contain classes for the entire school year. While each may differ because of classes created during the year, all classes that appear in the Fall MSC should also appear in the EOY MSC.

# Data Reporting Guidelines

* Divisions must report all courses and teachers, including those taught by:
  + Non VDOE licensed private providers that are exempt from reporting MSC.
  + Regional centers if the regional center does not maintain their own scheduling with their own teachers (regional center is exempt from reporting MSC)
  + Alternative and special education centers if the center does not maintain their own scheduling with their own teachers (center is exempt from reporting MSC)
* Regional centers must report all courses and teachers unless exempted from reporting by VDOE approval.
* For all the courses reported, a Local Provider ID is required. Do ***not*** use generic IDs in place of a Virginia Teaching License.
* Local Student Information Systems should be grown to include the future enhancement fields. Future enhancement fields will be added IF and WHEN Virginia needs the data for required state or federal reporting or for strategic educational research.
* *Report students with the determined enrollment in a particular section.* If Days Absent and Days Present are not available, report courses and teachers instructing the class on the reporting date for any students who have ***20 or more instructional hours*** during the school year. Local policies for adding/dropping courses have been considered. For this collection, divisions should report courses completed AND those attempted when the student was enrolled in a class. This includes associated teacher data if ***20 or more instructional hours*** were provided by the teacher. See Superintendent’s Memo No. 52, March 7, 2008, for guidance regarding policies for changing students’ course schedules.
* Private Schools for Students with Disabilities will report MSC data directly to VDOE. Divisions are expected to work closely with private schools to collect and report all required data elements on the MSC. This includes teacher licensure and SCED codes.

# Data Format Guidelines

* **Flags:**If the data element name contains the word “flag”, an **N** for “no” or a **Y** for “yes” is required. Blanks will not be accepted. VDOE recommends setting the default value for all “flag” fields to **N**.
* **Codes:**If the data element name contains the word “code”, only a valid state assigned code or blank will be accepted. Please refer to the lists of valid codes for each data element.
* **Blanks:**Blanks must truly be blanks. Do not enter a zero or blank character space (i.e. hit the spacebar one time) when leaving a field blank.

# Steps for Submitting the Master Schedule Collection

1. **Collect Data**

* Collect the course/section/teacher/student data within the division, regional center, or private provider.
* Use the Data File Template to assemble a tab-delimited file if necessary.
* Include all required elements. Any element not required is optional. A tab character must be included for all optional, retired and filler elements. Any record that does not have the correct number of tab characters will FAIL.

1. **Submit Data**

* Log in to the Single Sign-On for Web Application Systems (SSWS).
* Upload the tab-delimited file of records for the Master Schedule Collection. Record type ABCDEFGIJK are required for Fall MSC. Record Type ACDEFIJK are required for EOY MSC. I and J records are optional based upon the division’s Career and Technical Education programs. K record is optional based on the division’s Interdisciplinary Courses.

1. **Check SSWS for Pass/Fail Notifications**

* The status of the submitted file can be found on the Status Tracking page of SSWS.
* Once the Master Schedule Collection data is processed, a color-coded notification table on the Submit Data page will indicate whether the uploaded file passed or failed the validation checkpoints.
* These checkpoints are only related to the file layout. Any file with a FAIL indicator must be corrected and resubmitted. (Return to Step 1.)

1. **View or download the data edits from SSWS**

* After the uploaded file of Master Schedule Collection data passes the validation checkpoints, the data elements for each record will be validated.
* Two types of validations could be generated.
  + Fatal errors identify data that does not meet the standard as submitted but requires review.
  + Warnings identify questionable data that could be correct as submitted but requires review.
* Unless a Successful Upload Status is received in the Status Tracking table, all fatal errors must be corrected and resubmitted. (Return to Step 1.)

1. **Verification Process in SSWS**

* After all the fatal errors have been corrected, all warnings have been reviewed, and a successful file submission status is obtained, the local approval process begins. This includes MSC, CTE, IPAL and SEDF electronic verifications.
* These reports should be reviewed electronically very carefully. If inaccurate, the tab-delimited file of student record data must be corrected and resubmitted. (Return to Step 1.)
* If the reports are correct, designated local approvers will review and approve each report electronically. After the local approval process is completed, the Division Superintendent/Director will review and approve each report electronically through the Superintendent Data Collection Approval (SDCA) application in SSWS.
* If there are any identified errors at this point, the Division Superintendent/Director will reject the submission and the Master Schedule Collection file must be corrected and resubmitted. (Return to Step 1.)
* If the collection window expires before the Division Superintendent/Director electronically approves the submission, VDOE will have to be contacted to reopen the window.
* If the electronic verification process is not completed within 60 days of the collection window expiring, the data file submitted will be purged from VDOE. The Collection Manager will be notified by email before this occurs.

**Header**

Sender ID=Division or Regional Center VDOE assigned number

CreateDate=mm/dd/yyyy

CreateTime=hour:minute:second

EMAIL=

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DATATYPE=MSC\_FALL or MSC\_EOY

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**Element Descriptions**

# A Record

The purpose of this record is to identify the following:

* Division & staff that is submitting a file
* Collection that is being submitted
* School Year
* File Submission Type

## Record Type A

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the A Record.

**Edit checks for Record Type A**

* Must be A
* Must be alpha
* Must be one character
* Blanks are not permitted

## Data Collection Name

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 8 |

The Data Collection Name identifies which collection is being submitted.

**Edit checks for Data Collection Name**

* Must be MSC\_IPAL
* Must be alpha
* Must be 8 characters
* Blanks are not permitted

## File Submission Type

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 1 |

The File Submission Type is the type of collection being submitted.

**Codes for File Submission Type**

| **Code** | **Description** |
| --- | --- |
| 1 | Fall |
| 3 | End of Year |

**Edit checks for File Submission Type**

* Must be numeric
* Must be one character
* Blanks are not permitted

## Beginning School Year

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 4 |

The Beginning School Year is the year in which the school year began.

**Edit checks for Beginning School Year**

* Must be beginning school year
* Must be numeric
* Must be four characters
* Blanks are not permitted

## Division or Regional Center Number

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 3 |

The Division or Regional Center Number is the three-digit number that represents the division or regional center submitting the collection.

**Codes for Division or Regional Center Number**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57168&t=638612093472713232>

**Edit checks for Division Number**

* Valid three-digit, state-assigned number
* Must be alphanumeric
* Blanks are not permitted

## Section Type

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 10 |

The Section Type indicates which parts of the Master Schedule Collection are being submitted.

**Codes for Section Type**

| **Code** | **Description** |
| --- | --- |
|  |  |
| ACDEFIJK | File includes the A Record, C Record, D Record, E Record, F Record, I Record, J Record, and K Record for submission (Full EOY submission) |
| ABCDEFGIJK | File includes the A Record, B Record, C Record, D Record, E Record, F Record, G Record, I Record, J Record, and K Record for submission (Complete Fall submission) |

**Edit checks for Section Type**

* Must be a valid Section Type code
* Must be alpha
* Must be ten characters or less
* Blanks are not permitted
* ABG records can not be reported alone

# B Record (IPAL Record)

The purpose of this record is to identify all teachers, administrators, and pupil service providers in public schools, regional centers, contracted MOPs, and private providers. This record is required for any staff who appear in the D or G records.

## Record Type B

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the B Record.

**Edit checks Record Type B**

* Must be B
* Must be alpha
* Must be one character
* Blanks are not permitted

## Local Provider ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alphanumeric | 20 |

The Local Provider ID is a locally defined code that identifies the teacher and other staff members as used by the division or regional center. This identification must be unique for each staff member at the division level for all file submission types.

**Edit checks for Local Provider ID**

* Must be unique with the division or regional center
* Cannot contain tabs, spaces, commas or single or double quotation marks
* Must be alphanumeric
* Must be twenty characters or less
* Must remain the same for all file submission types
* Blanks are not permitted

## Teacher/Administrator License Prefix

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 9 |

The Teacher/Administrator License Prefix includes the characters preceding the dash on the teacher’s license. Blanks are permitted if the teacher does not have teacher license information.

**Codes for Teacher/Administrator License Prefix**

| **Code** | **Description** |
| --- | --- |
| IE | International Educator License |
| SM | School Manager License |
| PRSE | Provisional (Special Education) License |
| PRCS | Provisional (Career Switcher) License |
| PGP | Postgraduate Professional License |
| CP | Collegiate Professional License |
| PROV | Provisional License |
| TP | Technical Professional License |
| PPS | Pupil Personnel Services License |
| 11 | Vocational Evaluator License |
| PROVDOC | Provisional License (VDOC only) |
| TPDOC | Technical Professional License (VDOC only) |
| PROV(VET) | Provisional Veteran License |
| CTE | Career and Technical Education License |
| PROV(AW) | Provisional License (Annual T&I Waiver) |
| OYL | One-Year License |
| OYL(CS) | One-Year License (Career Switcher) |
| OYL(SPED) | One-Year License (Special Education) |
| OLT(PROV) | Online Teacher (Provisional) |
| OLT(PGP) | Online Teacher (Postgraduate Professional License) |
| OLT(CP) | Online Teacher (Collegiate Professional License) |
| TFA | Teach for America License |
| PRIT | Provisional iteach |
| **LEL** | **Local Eligibility License** |

**Edit checks for Teacher/Administrator License Prefix**

* Must be a valid VA License Prefix
* Must be alpha
* Must be nine characters or less
* Blanks are permitted if a license does not exist for the Local Provider

## Teacher/Administrator License Number

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 11 |

The Teacher/Administrator License Number includes the numbers after the dash on the teacher’s license. Blanks are permitted if the teacher does not have teacher license information.

**Edit checks for Teacher/Administrator License Number**

* Must be a valid VA License Number
* Must be alphanumeric
* Must be eleven characters or less
* Blanks are permitted if a license does not exist for the Local Provider

## Social Security Number

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 9 |

The Social Security Number is required for any teacher that does not have license information. This field is required only if the Teacher/Administrator License Prefix and Numbers are blank. It should be left blank if the License Prefix and Number fields are completed.

**Edit checks for Social Security Number**

* Required if VA License Prefix and License Number are blank
* Must be alphanumeric
* Must be nine characters
* Blanks are permitted

## First Name

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 20 |

**Edit checks for First Name**

* First Name cannot be blank
* Must be alpha
* Must be twenty characters or less

## Middle Name

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 20 |

**Edit checks for Middle Name**

* Middle Name may be blank if not applicable
* Must be alpha
* Must be twenty characters or less

## Last Name

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 30 |

**Edit checks For Last Name**

* Last Name cannot be blank
* Must be alpha
* Must be thirty characters or less

## Ethnic Flag

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 1 |

The Ethnic Flag is used to identify if the individual is Hispanic/Latino

**Codes for Ethnic Flag**

| **Code** | **Description** |
| --- | --- |
| Y | Yes, individual is Hispanic/Latino |
| N | No, individual is not Hispanic/Latino |

**Edit checks for Ethnic Flag**

* Cannot be blank
* Must be alpha
* Must be Y or N

## Race

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 2 |

The Race Code is used to identify one or more races of the staff member

**Codes for Race Code**

| **Code** | **Description** |
| --- | --- |
| 1 | American Indian or Alaskan Native |
| 2 | Asian |
| 3 | Black or African American |
| 5 | White |
| 6 | Native Hawaiian or Other Pacific Islander |
| 7 | American Indian or Alaskan Native **and** Asian |
| 8 | American Indian or Alaskan Native **and** Black or African American |
| 9 | American Indian or Alaskan Native **and** White |
| 10 | American Indian or Alaskan Native **and** Native Hawaiian or Other Pacific Islander |
| 11 | Asian **and** Black or African American |
| 12 | Asian **and** White |
| 13 | Asian **and** Native Hawaiian or Other Pacific Islander |
| 14 | Black or African American **and** White |
| 15 | Black or African American **and** Native Hawaiian or Other Pacific Islander |
| 16 | Native Hawaiian or Other Pacific Islander **and** White |
| 17 | American Indian or Alaskan Native, Asian **and** Black or African American |
| 18 | American Indian or Alaskan Native, Asian **and** White |
| 19 | American Indian or Alaskan Native, Asian **and** Native Hawaiian or Other Pacific Islander |
| 20 | Asian, Black or African American **and** White |
| 21 | Asian, Black or African American **and** Native Hawaiian or Other Pacific Islander |
| 22 | Black or African American, White **and** Native Hawaiian or Other Pacific Islander |
| 23 | Black or African American, Native Hawaiian or Other Pacific Islander **and** American Indian or Alaskan Native |
| 24 | White, Black or African American **and** American Indian or Alaskan Native |
| 25 | White, Native Hawaiian or Other Pacific Islander **and** American Indian or Alaskan Native |
| 26 | White, Native Hawaiian or Other Pacific Islander **and** Asian |
| 27 | American Indian or Alaskan Native, Asian, Black or African American **and** White |
| 28 | Asian, Black or African American, White **and** Native Hawaiian or Other Pacific Islander |
| 29 | Black or African American, White, Native Hawaiian or Other Pacific Islander **and** American Indian or Alaskan Native |
| 30 | White, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native **and** Asian |
| 31 | Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, Asian **and** Black or African American |
| 32 | American Indian or Alaskan Native, Asian, Black or African American, White **and** Native Hawaiian or Other Pacific Islander |

**Edit checks for Race Code**

* Must be a valid code
* Must be numeric

## Gender

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 1 |

The Gender Code identifies the gender of the individual.

**Codes for Gender**

| **Code** | **Description** |
| --- | --- |
| M | Male |
| F | Female |
| A | Other |

**Edit checks for Gender**

* Must be a valid gender code

## FTE

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 4 |

The FTE identifies the full time equivalent for this individual.

**Edit checks for FTE**

* Must be greater than 0 and less than 2
* Must use x.xx format
* Must be alpha numeric
* Must be four characters
* Blanks are not permitted

## Title I Funded Position

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 1 |

The Title I Funded Position field identifies if the teacher is teaching in a program supported by Title I funds.

**Codes for Title I Funded Position**

| **Code** | **Description** |
| --- | --- |
| Y | Yes, this is a Title I Funded Position |
| N | No, this is not a Title I Funded Position |

**Edit checks for Title I Funded Position**

* Must be Y or N
* Must be alpha
* Must be one character
* Blanks are not permitted

## High-Quality Professional Development

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 1 |

The High-Quality Professional Development identifies if this individual participated in 30 hours of high-quality professional development the previous school year.

**Codes for High-Quality Professional Development**

| **Code** | **Description** |
| --- | --- |
| Y | Yes, this individual participated in high-quality professional development |
| N | No, this individual did not participate in high-quality professional development |

**Edit checks for Codes for High-Quality Professional Development**

* Must be a Y or N
* Must be alpha
* Must be one character
* Blanks are not permitted

## First Year Teacher Flag

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 1 |

The First Year Teacher Flag identifies individuals that have less than one year of full-time teaching experience in a public or an accredited non-public school (i.e. private school).

**Codes for First Year Teacher Flag**

| **Code** | **Description** |
| --- | --- |
| Y | Yes, this individual has less than one full year of teaching experience |
| N | No, this individual does not have less than one full year of teaching experience |

**Edit checks for First Year Teacher Flag**

* Must be a Y or N
* Must be alpha
* Must be one character
* Blanks are not permitted

**Notes:**

* Must be N if the teacher has a full year of teaching experience from an out-of-state public school or private school.
* If Y, Division Teaching Experience and Total Years Teaching Experience must be zero.

## Division Teaching Experience

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 2 |

Division Teaching Experience indicates the number of ***completed*** years of experience as a teacher in the current division or regional center.

**Edit checks for Division Teaching Experience**

* Blanks are permitted
* Must be a whole number <50
* Must be numeric
* Number cannot be larger than Total Years Teaching Experience Completed

**Fatal**

* The number of Division Teaching Experience years cannot be larger than the Total years of Teaching Experience

**Notes:**

* If the teacher is in the first year of teaching, this number should be zero.
* If the individual has not completed a full year of teaching as of October 1 of the current school year, this number should be zero.

## Total Years Teaching Experience

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 2 |

Total Years Teaching Experience indicates the number of ***completed*** years of experience as a teacher in any public, private, or out-of-state school.

**Edit checks for Total Years Teaching Experience**

* Blanks are permitted
* Must be a whole number <50
* Must be numeric

**Notes:**

* If the teacher is in the first year of teaching, this number should be zero.
* If the individual has not completed a full year of teaching as of October 1 of the current school year, this number should be zero.

## Division Administrative Experience

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 2 |

Division or Regional Center Administrative Experience indicates the number of ***completed*** years of experience as an Administrator in the current division or regional center.

**Edit checks for Division Administrative Experience**

* Blanks are not permitted
* Must be a whole number <50
* Must be numeric
* Number cannot be larger than Total Years of Administrative Experience

**Notes:**

* If the administrator is in their first year, this number should be zero.
* If the individual has not completed a full year as an administrator as of October 1 of the current school year, this number should be zero.

## Total Years Administrative Experience

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 2 |

Total Years Administrative Experience indicates the number of ***completed*** years of experience as an Administrator in any public, private, or out-of-state school.

**Edit checks for Total Years Administrative Experience**

* Blanks are not permitted
* Must be a whole number <50
* Must be numeric

**Notes:**

* If the administrator is in their first year, this number should be zero
* If the individual has not completed a full year as an administrator as of October 1 of the current school year, this number should be zero

## Division Pupil Personnel Experience

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 2 |

Division or Regional Center Pupil Personnel Experience indicates the number of ***completed*** years of experience as Pupil Personnel in the current division or regional center.

**Edit checks for Division Pupil Personnel Experience**

* Blanks are not permitted
* Must be a whole number <50
* Must be numeric
* Number cannot be larger than Total Years Pupil Personnel Experience.

**Notes**:

* If the individual has not completed a full year as pupil personnel as of October 1 of the current school year, this number should be zero.

## Total Years Pupil Personnel Experience

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 2 |

Total Years Pupil Personnel Experience indicates the number of ***completed*** years of experience as Pupil Personnel in any public, private, or out-of-state school.

**Edit checks for Total Years Pupil Personnel Experience**

* Blanks are not permitted
* Must be a whole number <50
* Must be numeric

**Notes:**

* If the individual has not completed a full year as pupil personnel as of October 1 of the current school year, this number should be zero

# C Record (Course Section Record)

The purpose of this record is to identify all courses that are being taught. The Course Record is shared between MSC, IPAL and SEDF. The record should include fall, spring, year-long, and summer school courses needed for credit or promotion.

## Record Type C

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the C Record.

**Edit Checks for Record Type C**

* Must be C
* Must be alpha
* Must be one character
* Blanks are not permitted

**Fatal Error**

* At least one secondary class must be included in the C Record

**Warning**

* At least one elementary class must be included in the C Record
* At least one Kindergarten class must be included in the C Record

## Section ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 30 |

The Section ID is a locally defined ID that identifies a specific section of a course. The Section ID must be unique within a division.

**Edit checks for Section ID**

* Cannot have leading zeros
* Cannot have tabs, spaces, commas or single or double quotation marks
* Must be alphanumeric
* Must be thirty characters or less
* Blanks are not permitted
* Must be unique to the division

**Warning**

* Section ID reported in the Fall must also be reported on EOY

**Fatal**

* Section ID must match a Section ID provided in the D Record

## Serving Division

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 3 |

The Serving Division is the three-digit number that identifies the division, regional center or agency that provided the course to the students.

**Codes for Serving Division**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57168&t=638612093472713232>

**Edit checks for Serving Division**

* Valid three-digit, state-assigned number
* Must be alphanumeric
* Must be three characters
* Blanks are not permitted

**Fatal**

* Divisions are not allowed to report Serving Division 600

**Warning for Serving Division**

* No records where the Serving Educational Agency is not equal to the Reporting Educational Agency

## Serving School

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 4 |

The Serving School is the four-digit number that identifies the school, regional center, program, or placement that provided the course to the students.

**Codes for Serving School**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57166&t=638612093466201052>

**Edit checks for Serving School**

* Valid four-digit, state-assigned number within the serving division
* Must be alphanumeric
* Blanks are not permitted

## SCED Course Code

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 5 |

The SCED Code is the NCES-assignment number that represents a course by its SCED Subject Area immediately followed by its SCED Course Identifier.

**Codes for SCED Codes**

* Refer to the VA Approved SCED Code listing posted at:

<https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/master-schedule-collection>

**Edit checks for SCED Codes**

* Must be a valid SCED code
* Must be numeric
* Must be five characters
* Blanks are not permitted

## SCED Course Level

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The SCED Course Level is a code to convey the level of rigor of the course.

**Codes for SCED Course Level Codes**

| **Code** | **Description** |
| --- | --- |
| A | Adaptive Course (Define Class Type is required) |
| B | Basic or Remedial (Can be used for courses in any grade. For high school courses, B means the course does not count towards requirements for a standard, IB or advanced studies diploma) |
| C | College Preparatory (i.e. AP, IB, Dual Enrollment, Cambridge, etc.) |
| G | General or Regular |
| E | Enriched or Advanced (Elementary and Middle School courses ONLY) |
| H | Honors (use for high school courses) |
| X | No Specified Level of Rigor (Example: elementary resource or student teacher courses) |

**Edit checks for SCED Course Level Codes**

* Must be a valid SCED Course Code
* Must be alpha
* Must be one character
* Blanks are not permitted

**Fatal Error**

* SCED Course Level A requires a DCT
* SCED Course Level C and H must have a secondary SCED
* SCED Course Level E requires a non-secondary SCED

## SCED Sequence

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 3 |

The SCED Sequence Code describes the manner in which school divisions may "break up" single courses into independent courses. Reporting a single course in two or more parts (i.e. 1\_2) can be used to report semester grades as well as final grades in the MSC. It should not be used for state approved CTE courses that are eligible for state funding (SEDF).

**Edit checks for SCED Sequence**

* Must be a valid SCED sequence
* Must be alphanumeric
* Must be three characters
* SCED sequence must have a format of “number space number”
* Blank are permitted

## Virginia Extended Description

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 5 |

The Virginia Extended Description is used to distinguish between two or more classes within the same SCED Course Code where the SCED does not delineate. For example, Carpentry I, II and III would use this coding since SCED only has a course code for Carpentry. This is to be used in conjunction with the VA Active SCED Codes list.

**Codes for Virginia Extended Description**

| **Code** | **Description** |
| --- | --- |
| I | Level One Course |
| I-A | Level One Course – Condensed Version |
| II | Level Two Course |
| II-A | Level Two Course – Condensed Version |
| III | Level Three Course |
| IV | Level Four Course |
| V | Level Five Course |
| VI | Level Six Course |
| Gr6 | Grade Six |
| Gr7 | Grade Seven |
| Gr8 | Grade Eight |
| 6 | Six Weeks Course |
| 9 | Nine Weeks (Quarter) Course |
| 12 | Twelve Weeks Course |
| 18 | Eighteen Weeks (Semester) Course |
| 18-A | Eighteen Weeks (Semester) Course (A) |
| 36 | Thirty-Six Weeks (Year-Long) Course |
| 2YI | First Year of Two-Year Course |
| 2YII | Second Year of Two-Year Course |
| AC | App Creators |
| AR | Automation and Robotics |
| CS | Computer Science for Innovators and Makers |
| DM | Design and Modeling |
| EE | Energy and Environment |
| ES | Elementary School Level |
| FLES | Foreign Language Elementary School Course |
| FS | Flight and Space |
| GA | Green Architecture |
| MD | Medical Detectives |
| ME | Magic of Electrons |
| MS | Middle School Course |
| NCTE | Non-CTE Course |
| PreIB | Pre-International Baccalaureate Course |
| ST | Science and Technology |
| S | State Provided Curriculum |
| L | Locally Developed Curriculum |
| ENELE | English Elective |
| IE | Level 1 Course (E) |
| IIE | Level 2 Course (E) |
| IIIE | Level 3 Course (E) |
| IVE | Level 4 Course (E) |
| HL | Higher Level |
| SL | Standard Level |
| ELEM | Elementary Level |
| TW | Technical Writing |

**Edit checks for Virginia Extended Description Codes**

* Must be a valid Virginia Extended Description code
* Must be alphanumeric
* Must be five characters or less
* Blanks are permitted

## Associated SOL Test Code

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | Numeric | 8 |

The Associated SOL test code identifies what, if any, SOL test will be administered to students enrolled in this course. Courses that need this code are identified in the VA Active SCED Code list.

**Codes for Associated SOL Test**

| **Test Code** | **SOL Test Name** | **Comments** |
| --- | --- | --- |
| 220 | Algebra I (2016) |  |
| 120221 | Algebra I/Geometry |  |
| 222 | Algebra II (2016) |  |
| 161 | Biology (2010) |  |
| 261 | Biology (2018) |  |
| 161162 | Biology/Chemistry |  |
| 162 | Chemistry (2010) |  |
| 160 | Earth Science (2010) |  |
| 160161 | Earth Science/Biology |  |
| 160162 | Earth Science/Chemistry |  |
| 102 | End of Course Integrated Reading and Writing Component |  |
| 109 | End Of Course Reading (2010) |  |
| 209 | End of Course Reading (2017) |  |
| 109112 | End Of Course Reading and End Of Course Writing |  |
| 209112 | End Of Course Reading (2017) and End Of Course Writing |  |
| 112 | End Of Course Writing (2010) |  |
| 221 | Geometry (2016) |  |
| 221222 | Geometry/Algebra II |  |
| 3203 | Grade 3 Reading (paper) |  |
| 3313 | Grade 3 Reading CAT (online) |  |
| 3223 | Grade 3 Mathematics (paper) |  |
| 3333 | Grade 3 Mathematics CAT (online) |  |
| 3673 | Quad 8 Grade 3 Reading (paper) |  |
| 3683 | Quad 8 Grade 3 Mathematics (paper) |  |
| 4204 | Grade 4 Reading (paper) |  |
| 4314 | Grade 4 Reading CAT (online) |  |
| 4224 | Grade 4 Mathematics (paper) |  |
| 4334 | Grade 4 Mathematics CAT (online) |  |
| 4674 | Quad 8 Grade 4 Reading (paper) |  |
| 4684 | Quad 8 Grade 4 Mathematics (paper) |  |
| 5190 | Grade 5 Integrated Reading and Writing Component |  |
| 5205 | Grade 5 Reading (paper) |  |
| 5315 | Grade 5 Reading CAT (online) |  |
| 5225 | Grade 5 Mathematics (paper) |  |
| 5264 | Grade 5 Science |  |
| 5335 | Grade 5 Mathematics CAT (online) |  |
| 5675 | Quad 8 Grade 5 Reading (paper) |  |
| 5685 | Quad 8 Grade 5 Mathematics (paper) |  |
| 5695 | Quad 8 Grade 5 Science (paper) |  |
| 6206 | Grade 6 Reading (paper) |  |
| 6316 | Grade 6 Reading CAT (online) |  |
| 6226 | Grade 6 Mathematics (paper) |  |
| 6336 | Grade 6 Mathematics CAT (online) |  |
| 6676 | Quad 8 Grade 6 Reading (paper) |  |
| 6686 | Quad 8 Grade 6 Mathematics (paper) |  |
| 7207 | Grade 7 Reading (paper) |  |
| 7317 | Grade 7 Reading CAT (online) |  |
| 7227 | Grade 7 Mathematics (paper) |  |
| 7337 | Grade 7 Mathematics CAT (online) |  |
| 7677 | Quad 8 Grade 7 Reading (paper) |  |
| 7687 | Quad 8 Grade 7 Mathematics (paper) |  |
| 8191 | Grade 8 Integrated Reading and Writing Component |  |
| 8208 | Grade 8 Reading (2017) (paper) |  |
| 8318 | Grade 8 Reading (2017) CAT (online) |  |
| 8228 | Grade 8 Mathematics (2016) paper |  |
| 8338 | Grade 8 Mathematics (2016) CAT (online) |  |
| 8265 | Grade 8 Science |  |
| 8678 | Quad 8 Grade 8 Reading (paper) |  |
| 8688 | Quad 8 Grade 8 Mathematics (paper) |  |
| 8698 | Quad 8 Grade 8 Science (paper) |  |
| 170 | Virginia & US History (2008) |  |
| 270 | Virginia & US History (2015) |  |
| 274 | Virginia Studies |  |
| 278 | Civics & Economics |  |
| 179 | World Geography (2008) |  |
| 172 | World History & Geography 1500-Present (2008) |  |
| 171 | World History & Geography to 1500 (2008) |  |

**Edit checks for Associated SOL Test Codes**

* Required for courses with an SOL test
* Must be a valid Associated SOL Test Code
* Must be numeric
* Must be eight characters or less
* Blanks are permitted

## Local Course Code

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 20 |

The Local Course Code is defined at the local level to represent the course. This field is optional but highly encouraged so that the teacher reports generated from the MSC are more meaningful.

**Edit checks for Local Course Code**

* Optional
* Must be alphanumeric
* Must be twenty characters or less
* Blanks are permitted

## Local Course Title

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 50 |

The Local Course Title is defined at the local level to represent the course. This field is optional but highly encouraged so that the teacher reports generated from the MSC are more meaningful.

**Edit checks for Local Course Title**

* Optional
* Must be alphanumeric
* Must be fifty characters or less
* Blanks are permitted

## Semester

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 1 |

The Semester field is defined as the calendar time during the school year when the course is taken.

**Codes for Semester**

| **Code** | **Description** |
| --- | --- |
| 1 | First Semester (including Quarters 1 and 2) |
| 2 | Second Semester (including Quarters 3 and 4) |
| 3 | Yearlong (includes Quarters 1, 2, 3 and 4) |
| 4 | Summer School |

**Edit checks:**

* Must be numeric
* Must be one character
* Blanks are not permitted

## Minutes Per Course

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 5 |

The Minutes Per Course field is defined as the amount of time the class meets each week. This would include cases where the teacher delivers instruction outside of the normal class time. Calculate the minutes by multiplying the number of minutes during the class period by how many times the class meets in the school year. This can include up to five minutes per class period for interclass transfer time.

**Edit Checks for Minutes Per Course**

* Required for CTE courses, optional for all other courses
* Must be numeric
* Must be five characters or less
* Blanks are permitted

## MOP ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 2 |

The MOP ID is a code that identifies a course with curriculum and delivery that is provided by an approved Multi-Division Online Provider. ***In order to be considered a MOP, the content must be created and taught by the approved MOP.***

**Codes for MOP ID**

|  |  |
| --- | --- |
| **Code** | **Description** |
| 4 | BYU Independent Study |
| 5 | Chesterfield County Public Schools – CCPS Online |
| 9 | EdisonLearning, Inc. |
| 10 | Imagine Edgenuity |
| 11 | Florida Virtual School: FlexPoint |
| 13 | Stride, Inc. K12 |
| 14 | VHS Learning (The Virtual High School) |
| 16 | Accelerate Education |
| ~~19~~ | ~~Imagine Learning/OdysseyWare Academy~~ |
| 20 | Proximity Learning, Inc. |
| 23 | Pearson Connections Education LLC Virtual School |
| ~~24~~ | ~~Middleton Academy~~ |
| 28 | Founders Education |
| 30 | Stride Learning Solution |
| 32 | Nextide Academy |
| 34 | R.I.S.E. Hybrid Academy |
| 35 | My Virtual Academy |
| 36 | Greenways Academy |
| 37 | Hampton City FLEx |
| 38 | The Coding School |
| 39 | ACCEL Online East |
| 40 | SchoolsPLP, LLC |
| 41 | Edmentum’s EdOptions Academy/Apex Learning |
| **42** | **Virtual Learning Academy (VLA)** |

**Edit Checks for MOP ID**

* + If not null, then must be a valid code
  + If MOP ID is not null, then Remote Course Indicator in the F Record is required
  + If an MOP ID is reported in the C Record, then the Section ID must have a valid teaching license in the B Record
  + If an MOP ID is reported in the C Record, then the Section ID must have a valid teaching license in the D Record
  + If an MOP ID is reported in the C Record, then the Section ID cannot be attached to an E Record.

**Fatal Error for MOP ID**

* Contracted MOPs reported in the Educational Registry Application (ERA) must be reported on the MSC.
* MOPs reported on the MSC must be identified as contracted MOPs in ERA.

**Notes:**

* For a complete definition of MOP criteria, refer to the Code of Virginia § 22.1-212.23. The link is listed below:
* Link: <https://law.lis.virginia.gov/vacode/22.1-212.23/>

## Interdisciplinary Flag

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The Interdisciplinary Flag indicates the Section ID is paired with another Section ID (that has a different SCED Code) which together form a comprehensive course.

**Codes for Interdisciplinary Flag**

| **Code** | **Description** |
| --- | --- |
| Y | Yes, this course is an interdisciplinary course |
| N | No, this course is an interdisciplinary course |

**Edit checks for Interdisciplinary Flag**

* Must be a Y or N
* Must be alpha
* Must be one character
* Blanks are not permitted
* Section ID must be in the K Record

# D Record (Teacher Record)

The purpose of this record is to identify all sections taught and the teacher that it’s connected to. The Teacher Record is shared between MSC, IPAL and SEDF.

## Record Type D

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the D Record.

**Edit Checks for Record Type D**

* Must be D
* Must be alpha
* Must be one character
* Blanks are not permitted

**Fatal Error for Record Type D**

* At least one Pre-Kindergarten teacher must be included in the D Record
* At least one Kindergarten teacher must be included in the D Record
* At least one elementary teacher must be included in the D Record
* At least one secondary teacher must be included in the D Record

## Section ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 30 |

The Section ID is a locally defined ID that identifies a specific section of a course. The Section ID must be unique within a division.

**Edit checks for Section ID**

* Cannot have leading zeros
* Cannot have tabs, spaces, commas or single or double quotation marks
* Must be alphanumeric
* Must be thirty characters or less
* Blanks are not permitted
* Must be unique within the division
* Section ID must match a Section ID provided in the C and F Record

## Serving Division

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 3 |

The Serving Division is the three-digit number that identifies the division, regional center or agency that provided the course to the students.

**Codes for Serving Division**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57168&t=638612093472713232>

**Edit checks for Serving Division**

* Must match the Serving Division provided in the C Record
* Valid three-digit, state-assigned number
* Must be alphanumeric
* Must be three characters
* Blanks are not permitted

**Fatal Error for Serving Division**

* Only reporting division = 501 (Virtual Virginia) may report serving division = 501
* If a regional center (>219) reports their own MSC the LEA cannot report them as a serving division

## Serving School

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 4 |

The Serving School is the four-digit number that identifies the school, regional center, program, or placement that provided the course to the students.

**Codes for Serving School**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57166&t=638612093466201052>

**Edit checks for Serving School**

* Must match the Serving School Provided in the C Record
* Must be Alphanumeric
* Must be four characters
* Valid four-digit, state-assigned number
* Valid four-digit, state-assigned number within the serving division
* Blanks are not permitted

**Teacher/Administrator License Prefix**

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 9 |

The Teacher/Administrator License Prefix includes the characters preceding the dash on the teacher’s license. Blanks are permitted if the teacher does not have teacher license information, the E Record is then required.

**Codes for Teacher/Administrator License Prefix**

| **Code** | **Description** |
| --- | --- |
| IE | International Educator License |
| SM | School Manager License |
| PRSE | Provisional (Special Education) License |
| PRCS | Provisional (Career Switcher) License |
| PGP | Postgraduate Professional License |
| CP | Collegiate Professional License |
| PROV | Provisional License |
| TP | Technical Professional License |
| PPS | Pupil Personnel Services License |
| 11 | Vocational Evaluator License |
| PROVDOC | Provisional License (VDOC only) |
| TPDOC | Technical Professional License (VDOC only) |
| PROV(VET) | Provisional Veteran License |
| CTE | Career and Technical Education License |
| PROV(AW) | Provisional License (Annual T&I Waiver) |
| OYL | One-Year License |
| OYL(CS) | One-Year License (Career Switcher) |
| OYL(SPED) | One-Year License (Special Education) |
| OYL(PROV) | Online Teacher (Provisional) |
| OYL(PGP) | Online Teacher (Postgraduate Professional License) |
| TFA | Teach for America License |
| PRIT | Provisional iteach |

**Edit checks for Teacher/Administrator License Prefix**

* Must be a valid VA License Prefix
* Must be alpha
* Must be nine characters or less
* Blanks are permitted but E Record will be required

## Teacher/Administrator License Number

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 11 |

The Teacher/Administrator License Number includes the numbers after the dash on the teacher’s license. Blanks are permitted if the teacher does not have teacher license information but the E Record is then required.

**Edit checks for Teacher/Administrator License Number**

* Must be a valid VA License Number
* Must be numeric
* Must be eleven characters or less
* Blanks are permitted but E Record will be required

## Local Provider ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 20 |

The Local Provider ID is a locally defined code that identifies the teacher and other staff members as used by the division or regional center. This identification must be unique for each staff member at the division level.

**Edit checks for Local Provider ID**

* Must be unique with the division or regional center
* Cannot contain tabs, spaces, commas or single or double quotation marks
* Must be alphanumeric
* Must be twenty characters or less
* Must remain the same for all file submission types
* Blanks are not permitted

## Teacher Role Code

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 1 |

The Teacher Role Code describes the teacher’s role pertaining to the section.

**Codes for Teacher Role Code**

| **Code** | **Description** |
| --- | --- |
| 1 | Teacher of Record (responsible for content and assignment of grades) |
| 2 | Other Teacher Whole Class Most of the Time (majority of the time teaching all students in the class. i.e., team- teaching arrangement or "collaborative/inclusion") |
| 3 | Other Teacher Whole Class Some of the Time (limited time teaching all students in the class. i.e., gifted specialist teaches periodically) |
| 4 | Other Teacher Few Students (teaches, reinforces instruction, and/or provides intervention to a few students. May assist/teach in the general education class or may pull students out of the general education class for intervention. i.e., English language learners, students with disabilities, gifted/talented, etc.) |
| 5 | Long Term Substitute – Only to be used when someone is filling a vacant position that is actively being advertised **for the reporting school year.** |

**Edit checks for Teacher Role Code**

* Must be a valid teacher role code
* Must be numeric
* Must be one character
* Blanks are not permitted

**Warning**

* A teacher reported with a Teacher Role Code of 5 shouldn’t be reported in the G record
* If Teacher Role Code = 1, 4 or 5, F records must be present

**Fatal Error for the Teacher Role Code**

* Sections are required to have a Lead Teacher or Long-Term Substitute reported
* If Teacher Role Code = 1, 4, or 5, F Records must be present
* If Teacher Role Code = 7, 8 or 10 F Records should not be present

**Note:**

* Only code a Long-Term Substitute when the substitute is filling a vacant position that is being advertised for the reporting school year.

## Defined Class Type

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 4 |

The Defined Class Type (formerly Assignment Code and Audience Code) identifies the services delivered through the class by each teacher role. This element is necessary to determine if the teacher listed is properly endorsed for the services and content delivered in the section. If the section is a general education class, this field may be left blank.

**Codes for Defined Class Type**

| **Code** | **Description** |
| --- | --- |
| 0112 | Gifted Education |
| 1105 | Reading Specialist |
| 3100 | Math Specialist |
| 5705 | English as a Second Language (Elementary) |
| 5710 | English as a Second Language (Secondary) |
| 7770 | Special Education – Adapted Curriculum |
| 7775 | Special Education – General Curriculum |
| 7800 | Early Childhood Special Education (Ages 3-5) |
| 7805 | Autism |
| 7810 | Multiple Disabilities |
| 7815 | Other Health Impairment |
| 7822 | Intellectual Disability |
| 7848 | Hearing Impairment |
| 7850 | Visual Impairment |
| 7855 | Deaf/Blind |
| 7857 | Emotional Disturbance & Intellectual Disability |
| 7860 | Specific Learning Disability & Intellectual Disability |
| 7863 | Emotional Disturbance |
| 7865 | Specific Learning Disabilities |
| 7868 | Specific Learning Disability & Emotional Disturbance |
| 7871 | Learning Disability, Emotional Disturbance & Intellectual Disability |
| 7873 | Orthopedic Impairment |
| 7874 | Traumatic Brain Injury |
| 7875 | Speech/Language Impairment |
| 7880 | Severe Disabilities |
| 7882 | Non-Categorical K-2 Developmental Delay Ages 5-8 |
| 7884 | Developmental Delay |

**Edit checks for Defined Class Type**

* Must be a valid Defined Class Type code
* Must be numeric
* Must be four characters
* Blanks are permitted if the class is a general education class

**Warning**

* At least one DCT must be reported in a D Record

# E Record (Other Providers Record)

The purpose of this record is to identify Private Providers as well as individuals or entities without a Virginia Teaching License.

## Record Type E

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the E Record.

**Edit Checks for Record Type E**

* Must be E
* Must be alpha
* Blanks are not permitted

**Warning for Record Type E**

* No E Records in the MSC submission

**Fatal Error for Record Type E**

* If the License Prefix and Number is blank in the D Record, an E Record must be present.

## Local Provider ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 20 |

The Local Provider ID is a locally defined code that identifies the teacher and other staff members as used by the division or regional center. This identification must be unique for each staff member at the division level for all file submission types.

**Edit checks Local Provider ID**

* Required if the license information in the D Record is blank
* Must match Local Provider ID from Section D
* Must be unique with the division
* Cannot contain tabs, spaces, commas, or single or double quotation marks
* Must be alphanumeric
* Must be twenty characters or less
* Must remain the same for all file submission types
* Blanks are not permitted

## Provider Name

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 50 |

The Provider Name is the name of the other provider. This field must include the name of a company or non-licensed individual. For individuals, include the first and last name of the provider. For all others, include the full name of the company or school.

**Edit checks for Provider Name**

* Required if the license information in the D Record is blank
* Cannot contain tabs, commas, or single or double quotation marks
* Must be alphanumeric
* Must be fifty characters or less
* Blanks are not permitted

## Provider Description

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 1 |

The Provider Description is the code that best describes the services provided by the provider.

**Codes for Provider Description**

| **Code** | **Description** |
| --- | --- |
| 1 | Unlicensed individual from an Institution selected through a Comprehensive Services Act placement or a Private Special Education School |
| 3 | Division contract provider (on-line or not) |
| 4 | Unlicensed individual (teacher, pupil personnel service provider, administrator) |
| 5 | Post-secondary institution |
| 7 | Other/Unknown |

**Edit Check for Provider Description**

* Required if the license information in the D Record is blank
* Must be a valid Provider Description
* Must be numeric
* Must be one character
* Blanks are not permitted

**Warning for Provider Description**

* Individuals with a code of 7 could have a B Record

**Fatal Errors:**

* Individuals with a code of 1, 3 or 4 must have a B Record
* Individuals with a code of 5 cannot have a B Record

# F Record (Student Record)

The purpose of this record is to connect the student, section, and teacher.

## Record Type F

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the F Record.

**Edit Checks for Record Type F**

* Must be F
* Must be alpha
* Must be one character
* Blanks are not permitted

**Fatal Errors for Record Type F**

* If more than one teacher has a Teacher Role Code = 1, 2 or 3 for a section, the same students must be reported for each teacher
* If Teacher Role Code = 1 and 4 for a section, the F Record must contain students for the section for each teacher

## Section ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 30 |

The Section ID is a locally defined ID that identifies a specific section of a course. The Section ID must be unique within a division.

**Edit checks for Section ID**

* Must match a Section ID reported in the C and D Records
* Must be unique within the division
* Cannot have leading zeros
* Must be alphanumeric
* Must be thirty characters or less
* Cannot have tabs, spaces, commas or quotation marks

## Local Provider ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 20 |

The Local Provider ID is a locally defined code that identifies the teacher and other staff members as used by the division or regional center. This identification must be unique for each staff member at the division level for all file submission types.

**Edit checks for Local Provider ID**

* Must match a Local Provider ID reported in the D Records
* Cannot contain tabs, spaces, commas or single or double quotation marks
* Must be unique with the division
* Must be alphanumeric
* Must be twenty characters or less
* Must remain the same for all file submission types
* Blanks are not permitted

## Student Testing Identifier

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 10 |

The State Testing Identifier is a 10 digit numeric field and cannot begin with 0 or contain repetitive sequences such as 111, or 222, etc. It is unique for each student. The State Testing Identifier will be the unique number provided by the state to uniquely identify the student within the State.

**Edit checks for Student Testing Identifier**

* The State Testing Identifier must be a valid assigned number
* Must be numeric
* Must be ten characters
* Blanks are not permitted

**Warning for Student Testing Identifier**

* Warning if Student Testing Identifier does not appear on the SRC (Fall SRC for Fall MSC and EOY SRC for EOY MSC); if this warning is given, SEDF reports will not be generated.

## Local Student ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 12 |

The Local Student ID is a locally assigned ID that uniquely identify the student within the division. This field is optional but highly encouraged so that the teacher reports generated from the MSC are more meaningful.

**Edit checks for Local Student ID**

* Must be unique within the division
* Must consist of numbers 0-9 and alpha characters A-Z
* Should not include any special characters, i.e., dashes, slashes, etc.
* Must be twelve characters or less
* Blanks are permitted

## Final Grade

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | Alphanumeric | 3 |

The final grade is a locally defined mark for the student in the section. If the student withdrawals from a course before the end of the school year, the grade would be the student’s most recent grade average before the student withdrew from the course. Withdraw codes that can be used are W, WF and WP.

**Codes for Final Grade**

| **Code** | **Description** |
| --- | --- |
| 0 - 100 | Numeric grade value |
| A+, A, A- |  |
| B+, B, B- |  |
| C+, C, C- |  |
| D+, D, D- |  |
| E | Meets or exceeds expectations\* |
| F | Failed |
| G | Good\* |
| GLP | Grade level promoted\* |
| GLR | Grade level retained\* |
| I | Improving, but not satisfactory\* |
| N | Does not meet expectations\* |
| NG | No grade awarded regardless of reason |
| NP | Not Passed (should not be used in place of F) |
| O | Outstanding\* |
| P | Passed |
| S | Satisfactory\* |
| U | Unsatisfactory\* |
| V | Very Good Progress |
| W | Withdrawal |
| WF | Withdrawal Failing |
| WP | Withdrawal Passing |

\* Limited to sections in elementary schools where a final grade is not awarded

**Edit checks for Final Grade**

* Final Grades are required for Grades 6-12 designated SCED codes
* Must be a valid final grade code or a number between 0 and 100 for Grades 6-12
* Any grade with an asterisk must have a Prior to Secondary SCED Subject Area
* Must be alphanumeric
* Must be three characters or less
* Blanks are allowed for Grades K-5

## Remote Course Indicator

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 1 |

The Remote Course Indicator identifies the delivery method of the content. Remote includes all modes where the teacher and student are never in the same physical location at the same time. Virtual includes all online synchronous and/or asynchronous courses.

**Codes for Remote Course Indicator**

| **Code** | **Description** |
| --- | --- |
| 1 | Virtual Only: School sponsored/coordinated |
| 2 | Virtual Only: Student coordinated |
| 3 | Blended Learning: A combination of remote and in-person learning (also referred to as hybrid) |
| 4 | Remote Learning that is NOT virtual |

**Edit checks for Remote Course Indicator**

* Must be a Valid Remote Course Indicator code
* Must be numeric
* Must be one character
* Blanks are permitted
* Required if MOP ID is not null.

## Dual Enrollment Flag

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The Dual Enrollment Flag identifies the student who has participated in a course as defined in the *Governing Principles for Dual Enrollment between Virginia Public Schools and the Virginia Community College System*. As outlined in this document, dual enrollment refers to community college coursework taken by high school student under the age of an agreement between a public school or public school division and a VCCS college wherein a student takes college-level coursework that counts towards high school graduation and is designed to result in earned college credits. Please find below a link to this document.

Link: <https://www.doe.virginia.gov/parents-students/for-students/graduation/policy-initiatives/early-college-scholars-program>

**Codes for Dual Enrollment Flag**

| **Code** | **Description** |
| --- | --- |
| Y | Yes, the course that the student is taking is a dual enrollment course |
| N | No, the course that the student is taking is not a dual enrollment course |

**Edit checks for Dual Enrollment Flag**

* Y or N required
* Must be tied to a secondary Section ID
* Must be alpha
* Must be one character
* Blanks are not permitted

## Work-based Learning Code

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 2 |

The Work-based Learning Code is to identify ***any*** student that is participating in a work-based learning experience. This includes work-based learning related to CTE and non-CTE courses.

If the work-based learning experience is related to a CTE course, divisions must adhere to CTE Guidelines. Below is the definition for work-based learning related to CTE courses:

*Work-based learning is defined as a school-coordinated, coherent sequence of workplace experiences that are related to students’ career goals and/or interests, integrated with instruction, and performed in partnership with local businesses, industries, or other organizations in the community. Work-based learning enables students to apply classroom instruction in a real-world business or service-oriented work environment.*

**Codes for Work-based Learning Code**

| **Code** | **Description** |
| --- | --- |
| 1 | Cooperative Education+ |
| 2 | Registered Apprenticeship+ |
| 3 | Internship+ |
| 4 | Mentorship |
| 5 | Job Shadowing |
| 6 | Service Learning+ |
| 7 | Clinical Experience+ |
| 8 | Supervised Agriculture Experience |
| 9 | Youth Registered Apprenticeship + |
| 10 | Externship+ |
| 11 | School-Based Enterprise+ |
| 12 | Entrepreneurship+ |
| 13 | Mentorship (140 Contact Hours)+ |

+Included in CCCRI data

**Edit checks for Work-based Learning Code**

* Required for all courses that have work-based learning
* Must be a valid Work-based Learning Code
* Must be numeric
* Blanks are permitted
* **Student must be >=14 years old on Oct 1st for codes 1, 2, 9 and 12.**

## Governor’s Academy Code

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

Governor’s Academies are defined by program content, not by the location or delivery system of courses.  Courses may be delivered in a high school, technical center, community college campus, online, or in other innovative ways.  These are full-day or part-day, academic-year programs.  The establishment of a Governor’s Academy must be approved by the Virginia Board of Education. The following web page provides a list of the approved Governor’s STEM Academies:

<https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/career-and-technical-education-cte/governor-s-stem-academies/established-stem-academies/bridging-communities-governor-s-stem-academy>

The following web page provides a list of the approved Governor’s Health Sciences Academies:

<https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/career-and-technical-education-cte/governor-s-health-sciences-academies>

**Codes for Governor’s Academy Code**

| **Code** | **Description** |
| --- | --- |
| S | Governor’s STEM Academy |
| H | Governor’s Health Academy |

**Edit Checks for Governor’s Academy Code**

* Required if the course is a STEM or Health Academy course; should be left blank for other courses
* Must be a valid Governor’s Academy Code
* Must be alpha
* Must be one character
* Blanks are permitted if the course is not a Governor’s Academy course

## Responsible Division

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 3 |

The Responsible Division is the three-digit number that identifies the division responsible for the students.

**Codes for Responsible Division**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57168&t=638612093472713232>

**Edit checks for Responsible Division**

* Valid three-digit, state-assigned number
* Must be alphanumeric
* Must be three characters
* Blanks are not permitted

**Fatal Error**

* Responsible Division can not be > 219

## Credit Awarded Flag

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | Alpha | 1 |

The Credit Awarded flag indicates whether the student:

* Successfully completed a **credit-bearing** course required for graduation **OR**
* Successfully completed a course required for graduation (**noncredit-bearing**).

Report ‘Y’ for students who successfully meet the objectives of a course that appears on a high school transcript. Elementary and noncredit-bearing middle school courses should have a ‘N’ flag, even if the student passed the class.  Only courses designated as secondary level courses are used with accreditation and CCCRI calculations.

**Codes for Credit Awarded Flag**

| **Code** | **Description** |
| --- | --- |
| Y | Yes, the student received credit for this class |
| N | No, the student did not receive credit for this class |

**Edit Checks for Credit Awarded Flag**

* Y or N required
* Must be alpha
* Must be one character
* Blanks are not permitted

**Fatal**

* No records have been reported with a Credit Awarded Flag = Y
* The Credit Awarded Flag should be ‘N’ if the Final Grade is ‘NG’, ‘W’, ‘WP’, ‘WF’ or ‘F’
* The Credit Awarded Flag must be 'Y' if the Final Grade is 'A', 'B', 'C', or 'D'

**Warning for Credit Awarded Flag**

* The Credit Awarded Flag is used in CCCRI calculations for state accreditation, divisions should report at least 75% of credit earning courses with a Y.
* The Credit Awarded Flag should be 'N' if the Final Grade is <= 50
* The Credit Awarded Flag should be 'Y' if the Final Grade is >= 51

## 50% Course Enrollment Flag

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | Alpha | 1 |

The 50% Course Enrollment flag indicates that the student was enrolled in the ~~course~~ section 50% or more of the reporting term.

**Codes for 50% Course Enrollment Flag**

| **Code** | **Description** |
| --- | --- |
| Y | Yes, the student was enrolled 50% or more of the time |
| N | No, the student was not enrolled at least 50% of the time |

**Edit Checks for Credit Awarded Flag**

* Y or N required
* Must be alpha
* Must be one character
* Blanks are not permitted

**Warning for 50% Enrollment Flag**

* More than 25% of F records reported ‘N’ for the 50% Course Enrollment Flag

**Fatal Error**

All F records cannot report ‘N’

## Responsible School – New 2024-2025 SY

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| **FALL, EOY** | **Numeric** | **4** |

**The Responsible School is the four-digit number that identifies the school responsible for the students.**

**Codes for Responsible School**

**Refer to the list of Division/School codes posted at:**

<https://www.doe.virginia.gov/home/showdocument?id=57166&t=638612093466201052>

**Edit checks for Responsible School**

* **Must be Alphanumeric**
* **Must be four characters**
* **Valid four-digit, state-assigned number**
* **Must be a valid membership school within the responsible division**
* **Blanks are not permitted**

# G Record (Administrator Record)

## Record Type G

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the G Record.

**Edit Checks for Record Type G**

* Must be G
* Must be alpha
* Must be one character
* Blanks are not permitted

## Local Provider ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alphanumeric | 20 |

The Local Provider ID is a locally defined code that identifies a staff member as used by the division or regional center. This identification must be unique for each staff member at the division level for all file submission types.

**Edit checks for Local Provider ID**

* Cannot contain tabs, spaces, commas or single or double quotation marks
* Must be unique with the division
* Must be alphanumeric
* Must be twenty characters or less
* Must remain the same for all file submission types
* Blanks are not permitted

**Note**:

* A G record should not be reported when staff are reported with a D record

**Fatal Error**

* Duplicate G records can’t be reported for the same staff member

## Serving Division

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 3 |

The Serving Division is the three-digit number that identifies the division, regional center or agency that provided the course to the students.

**Codes for Serving Division**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57168&t=638612093472713232>

**Edit checks for Serving Division**

* Valid three-digit, state-assigned number
* Must be alphanumeric
* Must be three characters
* Blanks are not permitted

**Fatal Error for Serving Division**

* + Only reporting division = 501 (Virtual Virginia) may report serving division = 501
  + If a regional center (>219) reports their own MSC then the LEA cannot report them as a serving division

## Serving School

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 4 |

The Serving School is the four-digit number that identifies the school, regional center, program or placement that provided the course to the students.

**Codes for Serving School**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57166&t=638612093466201052>

**Edit checks for Serving School**

* Must be alphanumeric
* Must be four characters
* Valid four-digit, state-assigned number within the serving division
* Must be a valid institution within the serving division
* Blanks are not permitted

## Teacher/Administrator License Prefix

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Alpha | 9 |

The Teacher/Administrator License Prefix includes the characters preceding the dash on the teacher’s license. Blanks are permitted if the teacher does not have teacher license information.

**Codes for Teacher/License Prefix**

| **Code** | **Description** |
| --- | --- |
| IE | International Educator License |
| SM | School Manager License |
| PRSE | Provisional (Special Education) License |
| PRCS | Provisional (Career Switcher) License |
| PGP | Postgraduate Professional License |
| CP | Collegiate Professional License |
| PROV | Provisional License |
| TP | Technical Professional License |
| PPS | Pupil Personnel Services License |
| 11 | Vocational Evaluator License |
| SEC | Special Education Conditional License |
| PROVDOC | Provisional License (VDOC only) |
| TPDOC | Technical Professional License (VDOC only) |
| PROV(VET) | Provisional Veteran License |
| CTE | Career and Technical Education License |
| PROV(AW) | Provisional License (Annual T&I Waiver) |
| OYL | One-Year License |
| OYL(CS) | One-Year License (Career Switcher) |
| OYL(SPED) | One-Year License (Special Education) |
| OYL(PROV) | Online Teacher (Provisional) |
| OYL(PGP) | Online Teacher (Postgraduate Professional License) |
| TFA | Teach for America License |
| PRIT | Provisional iteach |
| **LEL** | **Local Eligibility License** |

**Edit checks for Teacher/Administrator License Prefix**

* Must be a valid VA License Prefix
* Must be alpha
* Must be nine characters or less

## Teacher/Administrator License Number

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 11 |

The Teacher/Administrator License Number includes the numbers after the dash on the teacher’s license. Blanks are permitted if the teacher does not have teacher license information.

**Edit checks for Teacher/Administrator License Number**

* Must be a valid VA License Number
* Must be alphanumeric
* Must be eleven characters or less

## Teacher Role Code

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 2 |

The Teacher Role Code describes the teacher’s role at the school.

**Codes for Teacher Role Code**

| **Code** | **Description** |
| --- | --- |
| 7 | Pupil Personnel Service Provider |
| 8 | Administrator |
| 10 | Other Staff Not Connected to a Section |

**Edit checks for Teacher Role Code**

* Must be a valid teacher role code
* Must be numeric
* Must be up to two characters
* Blanks are not permitted

**Fatal Error for Teacher Role Code**

* There must be at least one record with a role code of “8” included in the G Record
* If the First Year Administrator Flag is Y and the Teacher Role Code = 8, then Division Administrative Experience and Total Years of Administrative Experience should be zero.

**Note:**

* Code 7: Pupil Personnel Service Provider includes Education Consultant Clinics, School Psychologist, School Social Worker, and Vocational Evaluators
* Code 8: Administrator includes Principals and Assistant Principals
* Report staff with a D or G record, not both

## VA Assignment Code

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 4 |

The Virginia Assignment Code is a four-digit code that identifies the type of staff that is being reported in the G Record.

**Codes for VA State Assignment Code**

| **Assignment Code** | **Description** |
| --- | --- |
| 0025 | Library Media Specialist – Elementary |
| 0097 | Principal – Middle School |
| 0098 | Assistant Principal – Middle School |
| 0099 | Principal – Elementary |
| 0100 | Assistant Principal – Elementary |
| 0101 | Principal – Secondary |
| 0102 | Assistant Principal – Secondary |
| 0103 | Elementary Guidance |
| 0104 | Secondary Guidance |
| 0105 | Coordinator of Guidance |
| 0106 | Middle School Guidance |
| 0108 | Planning |
| 0109 | Coordination |
| 0112 | Gifted Education |
| 0120 | Non-teaching Assignment |
| 0131 | Library Media Specialist – Secondary |
| 0134 | Audio-Visual Specialist (Non-librarian) |
| 0152 | Materials Specialist (Non-librarian) |
| 0154 | Athletic Director (No Teaching Assignments only) |
| 1105 | Reading Specialist |
| 1199 | Activity Sponsor |
| 2905 | Mathematics Specialist for Elementary Education |
| 3100 | Mathematics Specialist for Elementary and Middle Education |
| 5705 | English as a Second Language (Elementary) |
| 5710 | English as a Second Language (Secondary) |
| 7801 | Department Chairperson – Special Education |
| 7885 | Cooperative Office Education Coordination |
| 7900 | School Psychologist |
| 7902 | School Social Worker |
| 7910 | Education Consultant Clinics |
|  |  |

**Edit checks for VA Assignment Code**

* Must be a valid VA State Assignment code
* Must be alphanumeric
* Must be six characters or less
* Blanks are not permitted

**Warnings for VA Assignment Code**

* There must be at least one record for an elementary guidance counselor (0103) in the G Record
* There must be at least one record for a secondary guidance counselor (0104, 0105 or 0106) in the G Record
* There must be at least one record for a librarian (0025 or 0131) in the G Record
* There must be at least one record for a principal or assistant principle (0097, 0098, 0099, 0100, 0101 or 0102) in the G Record

## First Year Administrator Flag

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | Numeric | 1 |

First Year Administrator Flag identifies individuals that have less than one year of full-time administrative experience in a public or an accredited non-public school (i.e., private school).

**Codes for First Year Administrator Flag**

| **Code** | **Description** |
| --- | --- |
| Y | Yes, this staff is a first year administrator |
| N | No, this staff is not a first year administrator |

**Edit checks:**

* Must be Y or N
* Must be alpha
* Must be one character
* Blanks are not permitted

**Notes:**

* If Y, then Division Administrative Experience and Total Years Administrative Experience must be zero

# I Record (Connection Records)

## Record Type I

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the I Record.

**Edit Checks for Record Type I**

* Must be I
* Must be alpha
* Must be one character
* Blanks are not permitted

## Serving Division

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 3 |

The Serving Division is the three-digit number that identifies the division, regional center or agency that provided the course to the students.

**Codes for Serving Division**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57168&t=638612093472713232>

**Edit checks for Serving Division**

* Valid three-digit, state-assigned number
* Must be alphanumeric
* Must be three characters
* Blanks are not permitted

**Fatal Error for Serving Division**

* + Only reporting division = 501 (Virtual Virginia) may report serving division = 501
  + If a regional center (>219) reports their own MSC the LEA cannot report them as a serving division

## Serving School

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 4 |

The Serving School is the four-digit number that identifies the school, regional center, program or placement that provided the course to the students.

**Codes for Serving School**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57166&t=638612093466201052>

**Edit checks for Serving School**

* Must be alphanumeric
* Must be four characters
* Valid four-digit, state-assigned number within the serving division
* Blanks are not permitted

## Section ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 30 |

The Section ID is a locally defined ID that identifies a specific section of a course. The Section ID must be unique within the division. The Section ID in this field should be the Section ID of the course with the **highest level** taught during that section. If there is no sequence for the course, then use the section with the most students.

**Edit checks for Section ID**

* Must match a Section ID reported in the C and D Records
* Must be unique within the division
* Cannot have leading zeros
* Must be alphanumeric
* Must be thirty characters or less
* Cannot have tabs, spaces, commas or quotation marks

**Fatal Error**

* Highest level course must be reported

## Connecting Section ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 30 |

The Section ID is a locally defined ID that identifies a specific section of a course. A unique identifier is created for the section when it is coupled with the division and school. The Section ID must be unique within the division. The Section ID in this field should be the Section ID of the course with the **lowest level** taught during that section. If there is no sequence for the course, then use the section with the least students.

**Edit checks for Connecting Section ID**

* Must match a Section ID reported in the C and D Records
* Must be unique within the division
* Cannot have leading zeros
* Must be alphanumeric
* Must be thirty characters or less
* Cannot have tabs, spaces, commas or quotation marks

**Fatal**

* Can not be the same section number as the Primary Section ID

**Warnings for Connecting Section ID**

* Connected Section ID and Section ID have the same SCED code and sequence
* Connected Section ID and Section ID have different numbers for total minutes

# J Record (Cooperative Learning Records)

## Record Type

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the J Record.

**Edit Checks for Record Type J**

* Must be J
* Must be alpha
* Must be one character
* Blanks are not permitted

## Serving Division

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 3 |

The Serving Division is the three-digit number that identifies the division, regional center or agency that provided the course to the students.

**Codes for Serving Division**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57168&t=638612093472713232>

**Edit checks for Serving Division**

* Valid three-digit, state-assigned number
* Must be alphanumeric
* Must be three characters
* Blanks are not permitted

## Serving School

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 4 |

The Serving School is the four-digit number that identifies the school, regional center, program or placement that provided the course to the students.

**Codes for Serving School**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57166&t=638612093466201052>

**Edit checks for Serving School**

* Must be alphanumeric
* Must be four characters
* Must be a valid institution within the division
* Blanks are not permitted

## Local Provider ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 20 |

The Local Provider ID identifies the teacher as used by the division. This identification must be unique for each teacher at the division level for all file submission types.

**Edit checks for Local Provider ID**

* Cannot contain tabs, spaces, commas or single or double quotation marks
* Must be unique with the division
* Must be alphanumeric
* Must be twenty characters or less
* Must remain the same for all files submission types
* Blanks are not permitted

## Number of Students in Co-op Program

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 2 |

The number of Students in a Co-op Program is the number of students overseen by the Local Provider during the school year at the division level.

**Edit checks for Number of Students in Co-op Program**

* Must be numeric
* Must be two characters or less
* Blanks are not permitted

**Warning for Number of Students in Co-op Program**

* Student count must match the total students reported in a Work-based Learning Co-op program in the F Record.

## Minutes of Co-op Period

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 2 |

The Minutes of Co-op Period is the average length in minutes of the teacher’s co-op periods.

**Edit checks for Minutes of Co-op Period**

* Must be numeric
* Must be two characters
* Must be at least 45 minutes and less than 99 minutes

# K Record (Interdisciplinary Course Records)

## Record Type K

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the K Record.

**Edit Checks for Record Type K**

* Must be K
* Must be alpha
* Must be one character
* Blanks are not permitted

**Notes**

* Duplicate K Records cannot be submitted

## Serving Division

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 3 |

The Serving Division is the three-digit number that identifies the division, regional center or agency that provided the course to the students.

**Codes for Serving Division**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57168&t=638612093472713232>

**Edit checks for Serving Division**

* Valid three-digit, state-assigned number
* Must be alphanumeric
* Must be three characters
* Blanks are not permitted

## Serving School

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Numeric | 4 |

The Serving School is the four-digit number that identifies the school, regional center, program or placement that provided the course to the students.

**Codes for Serving School**

Refer to the list of Division/School codes posted at:

<https://www.doe.virginia.gov/home/showdocument?id=57166&t=638612093466201052>

**Edit checks for Serving School**

* Must be alphanumeric
* Must be four characters
* Must be a valid institution within the serving division
* Blanks are not permitted

## Section ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 30 |

The Section ID is a locally defined ID that identifies a specific section of a course. The Section ID must be unique within the division. The Section ID in this field should be the Section ID of the course with the **highest level** taught during that section. If there is no sequence for the course, then use the section with the most students.

**Edit checks for Section ID**

* Must match a Section ID reported in the C Record
* Must be unique within the division
* Cannot have leading zeros
* Must be alphanumeric
* Must be thirty characters or less
* Cannot have tabs, spaces, commas or quotation marks
* Must have an Interdisciplinary Flag = Y in the C Record

**Warning**

* The Connected Section ID should have the same Semester Code in the C Record as the Primary Section ID.

## Connecting Section ID

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 30 |

The Section ID is a locally defined ID that identifies a specific section of a course. The Section ID must be unique within the division. The Section ID in this field should be the Section ID of the course with the **lowest level** taught during that section. If there is no sequence for the course, then use the section with the least students.

**Edit checks for Connecting Section ID**

* Must match a Section ID reported in the C Records
* Must be unique within the division
* Cannot have leading zeros
* Must be alphanumeric
* Must be thirty characters or less
* Cannot have tabs, spaces, commas or quotation marks
* Cannot be the same section number as any Primary Section ID
* Must have an Interdisciplinary Flag= Y in the C Record

**Warning for Connecting Section ID**

* Should have the same Semester Code as the Section ID

## Interdisciplinary Course Title

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY | Alphanumeric | 50 |

The Comprehensive Course Title is defined at the local level to distinguish one course created from multiple SCED codes. This field is optional but highly encouraged so the teacher reports generated from the MSC are more meaningful.

**Edit checks**

* Optional to report
* Must be fifty characters or less
* Must be alphanumeric
* Blank are permitted

# Appendix A: Data Element Listing

| **Explanation** | **Record Type** | **Format** | **Max Length** |
| --- | --- | --- | --- |
| **Record Type A** | A | Alpha | 1 |
| Data Collection Name | A | Alpha | 8 |
| File Submission Type | A | Numeric | 1 |
| Beginning School Year | A | Numeric | 4 |
| Division Number | A | Numeric | 3 |
| Section Type | A | Alphanumeric | 10 |
| **Record Type B** | B | Alpha | 1 |
| Local Provider ID | B | Alphanumeric | 20 |
| Teacher/Administrator License Prefix | B | Alpha | 9 |
| Teacher/Administrator License Number | B | Alphanumeric | 11 |
| Social Security Number | B | Alphanumeric | 9 |
| First Name | B | Alpha | 20 |
| Middle Name | B | Alpha | 20 |
| Last Name | B | Alpha | 30 |
| Retired Date of Birth | B |  |  |
| Ethnic Flag | B | Alpha | 1 |
| Race Code | B | Numeric | 2 |
| Gender | B | Alpha | 1 |
| FTE | B | Alphanumeric | 4 |
| Title I Funded Position | B | Alpha | 1 |
| High-Quality Professional Development | B | Alpha | 1 |
| Retired Division Teaching Experience | B |  |  |
| Retired Virginia Teaching Experience | B |  |  |
| Retired Years Teaching Experience | B |  |  |
| First Year Teacher Flag | B | Alpha | 1 |
| Division Teaching Experience | B | Numeric | 2 |
| Total Years Teaching Experience | B | Numeric | 2 |
| Division Administrative Experience | B | Numeric | 2 |
| Total Years Administrative Experience | B | Numeric | 2 |
| Division Pupil Personnel Experience | B | Numeric | 2 |
| Total Years Pupil Personnel Experience | B | Numeric | 2 |
| **Record Type C** | C | Alpha | 1 |
| Section ID | C | Alphanumeric | 30 |
| Serving Division | C | Alphanumeric | 3 |
| Serving School | C | Alphanumeric | 4 |
| SCED Course Number | C | Numeric | 5 |
| Retired SCED Course Identifier | C |  |  |
| SCED Course Level | C | Alpha | 1 |
| Retired Available Credit/Grade Span | C |  |  |
| SCED Sequence | C | Alphanumeric | 3 |
| VA Extended Description | C | Alpha | 5 |
| Associated SOL Test Code | C | Alpha | 8 |
| Retired VA State Course Code | C |  |  |
| Local Course Code | C | Alphanumeric | 20 |
| Local Course Title | C | Alphanumeric | 50 |
| Semester | C | Numeric | 1 |
| Minutes Per Course | C | Numeric | 5 |
| MOP ID | C | Numeric | 2 |
| Interdisciplinary Flag | C | Alpha | 1 |
| Filler #1 Reserved for future use | C |  |  |
| Filler #2 Reserved for future use | C |  |  |
| Filler #3 Reserved for future use | C |  |  |
| **Record Type D** | D | Alpha | 1 |
| Section ID | D | Alphanumeric | 30 |
| Serving Division | D | Alphanumeric | 3 |
| Serving School | D | Alphanumeric | 4 |
| Teacher/Administrator License Prefix | D | Alphanumeric | 9 |
| Teacher/Administrator License Number | D | Alphanumeric | 11 |
| Local Provider ID | D | Alphanumeric | 20 |
| Teacher Role Code | D | Numeric | 1 |
| Defined Class Type | D | Numeric | 4 |
| Retired Highly Qualified Code | D |  |  |
| Retired Flexibility Criteria Flag | D |  |  |
| Filler #1 Reserved for future use | D |  |  |
| Filler #2 Reserved for future use | D |  |  |
| Filler #3 Reserved for future use | D |  |  |
| **Record Type E** | E | Alpha | 1 |
| Local Provider ID | E | Alphanumeric | 20 |
| Provider Name | E | Alphanumeric | 50 |
| Provider Description | E | Numeric | 1 |
| **Record Type F** | F | Alpha | 1 |
| Section ID | F | Alphanumeric | 30 |
| Local Provider ID | F | Alphanumeric | 20 |
| State Testing ID | F | Numeric | 10 |
| Local Student ID | F | Alphanumeric | 12 |
| Final Grade | F | Alpha | 3 |
| Remote Course Indicator | F | Numeric | 1 |
| Dual Enrollment Flag | F | Alpha | 1 |
| Work-based Learning Code (All Courses) | F | Numeric | 2 |
| Governor’s Academy Code | F | Alpha | 1 |
| Responsible Division | F | Alphanumeric | 3 |
| Credit Awarded Flag | F | Alpha | 1 |
| 50% Course Enrollment Flag | F | Alpha | 1 |
| **Responsible School** | **F** | **Alphanumeric** | **4** |
| **Record Type G** | G | Alpha | 1 |
| Local Provider ID | G | Alphanumeric | 20 |
| Serving Division | G | Alphanumeric | 3 |
| Serving School | G | Alphanumeric | 4 |
| Teacher/Administrator License Prefix | G | Alpha | 9 |
| Teacher/Administrator License number | G | Alphanumeric | 11 |
| Teacher Role Code | G | Numeric | 2 |
| VA State Assignment Code | G | Numeric | 4 |
| Retired Division Administrative Experience | G |  |  |
| Retired Virginia Administrative Experience | G |  |  |
| Retired Years Administrative Experience | G |  |  |
| First Year Administrator Flag | G | Alpha | 1 |
| Filler #1 Reserved for future use | G |  |  |
| Filler #2 Reserved for future use | G |  |  |
| **Record Type I** | I | Alpha | 1 |
| Serving Division | I | Alphanumeric | 3 |
| Serving School | I | Alphanumeric | 4 |
| Section ID | I | Alphanumeric | 30 |
| Connected Section ID | I | Alphanumeric | 30 |
| **Record Type J** | J | Alpha | 1 |
| Serving Division | J | Alphanumeric | 3 |
| Serving School | J | Alphanumeric | 4 |
| Local Provider ID | J | Alphanumeric | 20 |
| Number of Students in Co-op Program | J | Numeric | 2 |
| Minutes of Co-op period | J | Numeric | 2 |
| Record Type K | K | Alpha | 1 |
| Serving Division | K | Alphanumeric | 3 |
| Serving School | K | Alphanumeric | 4 |
| Section ID | K | Alphanumeric | 30 |
| Connected Section ID | K | Alphanumeric | 30 |
| Interdisciplinary Course Title | K | Alphanumeric | 50 |