

# MCCC Staff Course Record (Minnesota)

Last Modified on 10/22/2022 10:27 am CDT

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**PATH:** [MN State Reporting](#) > [MCCC Extracts](#)

The Minnesota Common Course Catalog (MCCC) is a course classification system designed to provide uniform information about courses administered in Minnesota schools. The MCCC Staff Course Record Extract collects staff and course information for courses aligned to the MCCC.

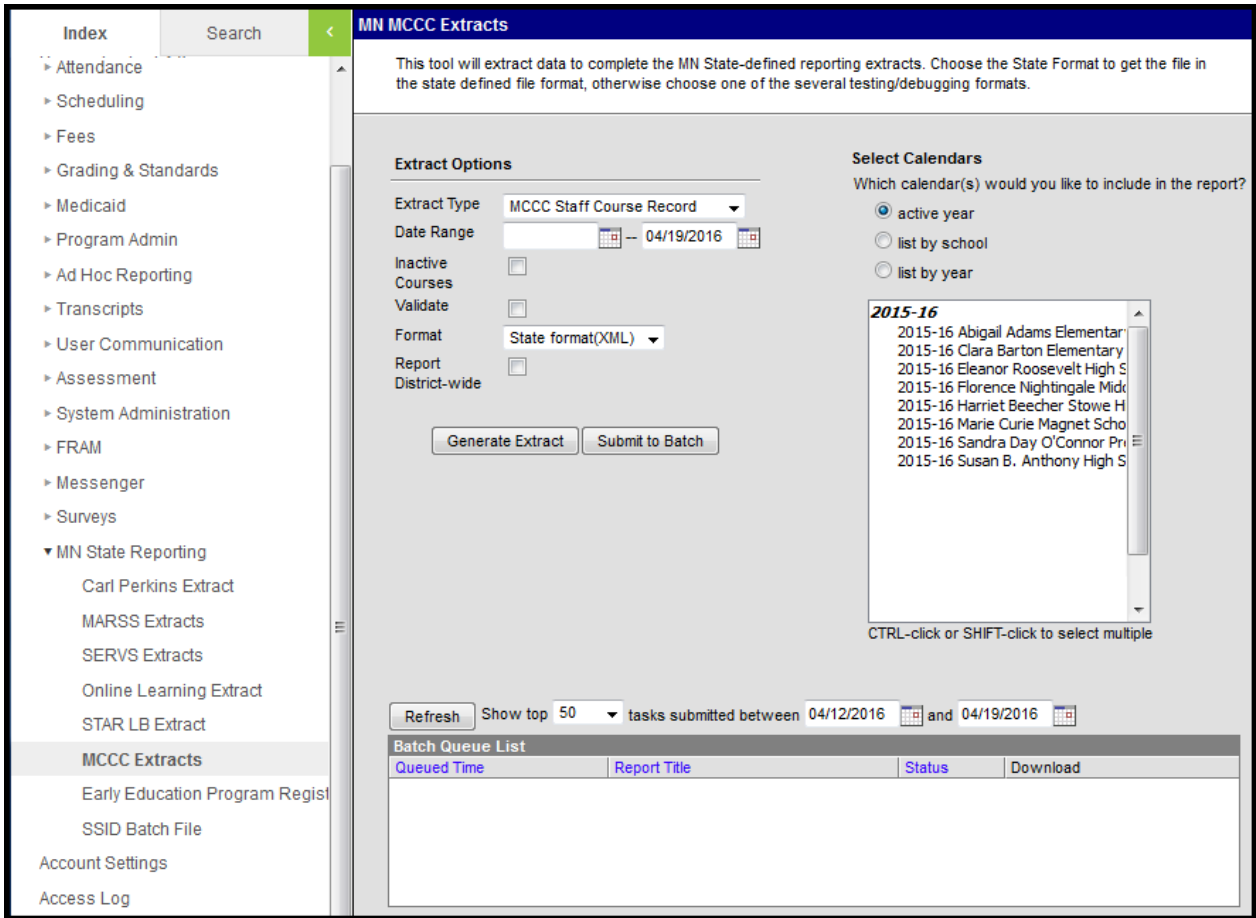


Image 1: MCCC Staff Course Record Extract Editor

```

- <Header>
  - <OrganizationID>
    <UnitNumber>0001</UnitNumber>
    <UnitType>01</UnitType>
  </OrganizationID>
  <Year>2011</Year>
</Header>
- <CourseSectionRecords>
  - <CourseSectionRecord>
    <SiteNumber>001</SiteNumber>
    - <Term>
      <AcademicYearNumber>1</AcademicYearNumber>
      <CalendarNumber>1</CalendarNumber>
      <TermType>A</TermType>
      <TermNumber>1</TermNumber>
    </Term>
    <LocalCourseCode>!</LocalCourseCode>
    <SectionCode>!</SectionCode>
  </CourseSectionRecord>
</CourseSectionRecords>

```

Image 2: Staff Course Record - XML

	A	B	C	D	E	F	G	H	I	J	
1	UnitNumber	UnitType	SiteNumber	AcademicYearNumber	CalendarNumber	TermType	TermNumber	LocalCourseCode	SectionCode	PeriodNumber	Mark
2	281	1	40	12			1	7	1	7	
3	281	1	40	12			1	7	2	7	
4	281	1	40	12			1	7	3	8	
5	281	1	40	12			1	7	4	8	
6	281	1	40	12			1	7	5	4	
7	281	1	40	12			1	7	6	4	

Image 3: Staff Course Record - CSV

Records:451										
UnitNumber	UnitType	SiteNumber	AcademicYearNumber	CalendarNumber	TermType	TermNumber	LocalCourseCode	SectionCode	PeriodNumber	MarkingIndica
0281	01	006	12	56	S	1	ART-3	1	2	true
0281	01	006	12	56	S	1	ART-3	1	2	true
0281	01	006	12	56	S	1	ART-4	1	2	true
0281	01	006	12	56	S	1	ART-4	1	2	true
0281	01	006	12	56	S	1	ART-5	1	1	true

Image 4: Staff Course Record - HTML

## Report Logic

- Term start and end dates are used to determine record populations for all Primary Teachers and Teachers scheduled within the date range entered on the extract editor. A Teacher or Primary Teacher with no Start Date or a Start Date within the extract date range reports a record, unless the teacher's Role is Not State Reported.
- Section Staff, sections with zero students and staff members marked Not State Reported do not report.
- A course must be marked Active and have a SCED Course Identifier to report.
- If **Report District Wide** is marked on the extract editor, all calendars report unless marked State Exclude.
- If **Inactive Courses** is marked, all sections report.
- Section records report when section staff do not have License Numbers and for both instructional and non-instructional periods.

## Early Education Sub Report

An [Early Education sub report](#) generates with records for each section when the following is true:

- Course has an SCED Course Identifier selected.
- Course has an SCED Subject Area of 81 or higher.
- Course is active (unless the Inactive Courses checkbox is marked).

All scheduled Primary Teachers and Teachers within the Date Range are included, except those marked as Not State Reported. Multiple staff members on the same section report individual <StaffRecords>.

For guidance in validating the XML file against your state's schema using a free, third-party program, see the [Validating an XML File Against a Schema File](#) article.

## Report Layout

Element	Description & Format	Campus Location
<b>Unit Number</b>	The unique four-digit number assigned to the district.  <i>Numeric, 4 digits</i>	System Administration > Resources > District Information > State District Number  District.number
<b>Unit Type</b>	The Minnesota Department of Education assigned two-digit district type code.  <i>Numeric, 2 digits</i>	System Administration > Resources > District Information > Type  District.Type
<b>Year</b>	The reporting year. The 2011-2012 school year reports as 2012.  <i>Date Field, 4 characters</i>	System Administration > Calendar > School Years > End Year  Calendar.endYear
<b>District Wide</b>	If Report District Wide is selected, reports as 000.  <i>Numeric, 3 digits</i>	MN State Reporting > MCCC Extracts > Staff Course Record > Report District Wide  Not dynamically stored
<b>Site Number</b>	The unique three-digit number assigned to the school by the Minnesota Department of Education.  <i>Numeric, 3 digits</i>	System Administration > Resources > School > State School Number  School.number
<b>Vendor Name</b>	Reports the vendor name, such as Infinite Campus.  <i>Alphanumeric</i>	Not dynamically stored

Element	Description & Format	Campus Location
<b>Academic Year Number</b>	<p>The unique number assigned to the academic year by the Minnesota Department of Education.</p> <p><i>Numeric, 3 digits</i></p>	<p>System Administration &gt; Calendar &gt; School Years &gt; MCCC Year ID</p> <p>SchoolYear.stateGeneratedYearID</p>
<b>Calendar Number</b>	<p>The unique number assigned to the calendar by the Minnesota Department of Education.</p> <p><i>Numeric, 3 digits</i></p>	<p>System Administration &gt; Calendar &gt; Schedule Structure &gt; MCCC Calendar/Schedule ID</p> <p>Calendar.number</p>
<b>Term Type</b>	<p>The term in which the district or school uses to schedule courses. See the <a href="#">Term Type &amp; Term Number Logic</a> for options.</p> <p><i>Alphanumeric, 2 digits</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Terms &gt; Term Type</p> <p>Term.stateCode</p>
<b>Term Number</b>	<p>The number assigned to the term in which the course occurs. See the <a href="#">Term Type &amp; Term Number Logic</a> for options.</p> <p><i>Numeric, 2 digits</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Terms &gt; Sequence</p> <p>Term.seq</p>
<b>Local Course Code</b>	<p>The unique code assigned to the course which distinguishes it from others.</p> <p><i>Numeric, 4 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Course Number</p> <p>Course.number</p>
<b>Section Code</b>	<p>The local code that identifies a particular section of a course that a teacher teaches a student takes. Reports the Section Number + the CalendarID.</p> <p><i>Numeric, 2 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Section</p> <p>Section.number Calendar.calendarID</p>

Element	Description & Format	Campus Location
<b>Period Number</b>	<p>The number corresponding with the period in which the course is offered. If a course is offered more than one period, then more than one XML record must be submitted.</p> <p>If Fixed Period Indicator is false, reports as null.</p> <p>Reports as 99 if the section is scheduled on rotating days in multiple period schedules with scheduled periods that do not match (such as period 1 on day A and period 2 on day B).</p> <p><i>Numeric, 2 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Periods</p> <p>Course.periods</p>
<b>Marking Indicator</b>	<p>For K-12 records, this field reports as <b>true</b> if the course is attached to a grading task marked as State Reported and Final. Otherwise reports as <b>false</b>.</p> <p>For Early Ed records, reports as <b>false</b>.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Not Dynamically Stored</p>
<b>Instruction Method Type</b>	<p>Indicates the Instruction method being used for the course.</p> <p>Reports the Instruction Method Override value selected on the Section tab. If null, reports the Instruction Method/EE Location value selected on the Course tab. If null, reports as CT.</p> <p>See the <a href="#">Instruction Method Codes</a> for options.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Instruction Method</p> <p>Course.teachingMethod</p> <p>Section.teachingMethod</p>
<b>Instruction Language Type</b>	<p>The language in which the course is taught. If Null or 011, reports as blank.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Instruction Language</p> <p>Course.instructionLanguage</p>

Element	Description & Format	Campus Location
<b>Instruction Minutes Per Term</b>	<p>The number of minutes of scheduled student instruction provided in the course section.</p> <p>Reports Period Minutes Override multiplied by Instructional Days of Term. If Period Minutes Override is null, reports based on Period Minutes. If Period Minutes is null, reports based on the sum of Period Time. Periods do not need to be marked as instructional to be included. Reports based on instructional minutes across all terms in which the section is.</p> <p><i>Numeric, 9 digits</i></p>	Calculated, Not Dynamically Stored
<b>Fixed Period Indicator</b>	<p>Indicates if the course section meets in a fixed time slot.</p> <ul style="list-style-type: none"> <li>• If section is scheduled on rotating days in multiple period schedules with scheduled periods that do not match, False reports.</li> <li>• Else, True reports.</li> </ul> <p><i>Alphanumeric, 5 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Section Schedule Placement</p> <p>Course.schedules</p>
<b>File Folder Number</b>	<p>The folder number/license number of the educator teaching the course section. If multiple license records are found, reports from the most recent record in the extract date range that has a License Number entered.</p> <p><i>Numeric, 15 digits</i></p>	<p>Census &gt; Staff &gt; District Employment &gt; License Number Census &gt; Staff &gt; Credentials &gt; License Number</p> <p>EmploymentCredential.licenseType</p>
<b>Teacher Of Record Indicator</b>	<p>Indicates whether the educator is responsible for awarding credit for the section.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Schedule &gt; Courses &gt; Course &gt; Section &gt; Staff History &gt; Role</p> <p>SectionStaffHistory.role</p>

## Instruction Method Codes

Code	Type	Definition	K-8 or 9-12 Usage
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<b>Code</b>	<b>Type</b>	<b>Definition</b>	<b>K-8 or 9-12 Usage</b>
<b>CR</b>	Classroom	Instruction is predominately face-to-face in a classroom setting; internet and other instructional management systems maybe employed to track grades, assignments and homework.	Both
<b>CS</b>	Classroom Self-Contained	Instruction is delivered by a single teacher and is predominately face-to-face in a classroom setting; internet maybe used as an instructional tool. Management systems maybe employed to track grades, assignments and homework.	Both
<b>CT</b>	Classroom Team	Instruction is delivered by multiple teachers assigned to a single or multiple grade levels or content areas.	Both
<b>CC</b>	Classroom Collaborative	External and/or internal instructional leaders model lessons, observer and coach classroom teachers; often a purchased instructional program with substantial teacher professional development may be associated with a college or university.	Both
<b>CL</b>	Classroom Looped	One or more teachers continue instruction with a group of students through two or more grade levels.	Both
<b>CP</b>	Computer Program	All instruction is delivered through a computer program which may be online or from a CD-ROM.	Both
<b>ITVS</b>	ITV Sending	Interactive live video course. This designation denotes the section where the instructor is present.	Both
<b>ITVR</b>	ITV Receiving	Interactive live video course. This designation denotes the section in which students receive the course via ITV.	Both
<b>BH</b>	Blended/Hybrid	This designation denotes reduced classroom seat time and some instruction delivered online. This designation blends online and face-to-face delivery.	Both
<b>G</b>	Guided	Teacher acts as guide or mentor to student independent work. Use this designation for scheduled courses classified according to the MCCC as Independent Study.	Both
<b>CO</b>	Completely Online	All instruction is delivered online. This designation has no required face-to-face meetings. A student may arrange meetings with small groups of classmates or the instructor.	Both
<b>O</b>	Other	Use this designation when no other designation adequately describes the course delivery type.	Both

Code	Type	Definition	K-8 or 9-12 Usage
EE	Early Education	Default all Early Education Courses to this value to satisfy business rules. (EE Instructional Approach is used to describe instructional method better for Early Education.)	Early Education

## Term Type and Term Number Logic

Term Type	Term Number	Logic
Y	1	Section is taught in all terms in the term schedule.
S	1	Section is taught in the first 2 of 4 terms, the first 3 of 6 terms, the first 4 of 8 terms, or the first 5 of 10 terms.
S	2	Section is taught in any of the following scenarios: <ul style="list-style-type: none"> <li>• 2 terms out of 4, ending with the 3rd or 4th term.</li> <li>• 3 terms out of 6, ending with the 4th, 5th or 6th term.</li> <li>• 4 terms out of 8, ending with the 5th, 6th, 7th, or 8th term.</li> <li>• 5 terms out of 10, ending with the 6th, 7th, 8th, 9th, or 10th.</li> </ul>
SU	Last term section meets	Term Type is SU
State Code of latest Term of Section	Sequence of latest Term of Section	Any other scenario

## Early Education Sub Report Layout

Element	Description & Format	Campus Location
<b>Unit Number</b>	The unique four-digit number assigned to the district.  Numeric, 4 digits	System Administration > Resources > District Information > State District Number  District.number
<b>Unit Type</b>	The Minnesota Department of Education assigned two-digit district type code.  Numeric, 2 digits	System Administration > Resources > District Information > Type  District.Type



Element	Description & Format	Campus Location
<b>Year</b>	The reporting year. The 2011-2012 school year reports as 2012.  Date Field, 4 characters	System Administration > Calendar > School Years > End Year  Calendar.endYear
<b>District Wide</b>	If Report District Wide is selected, reports as 000.  Numeric, 3 digits	MN State Reporting > MCCC Extracts > Staff Course Record > Report District Wide  Not dynamically stored
<b>Site Number</b>	The unique three-digit number assigned to the school by the Minnesota Department of Education.  Numeric, 3 digits	System Administration > Resources > School > State School Number  School.number
<b>Vendor Name</b>	Reports the vendor name, such as Infinite Campus.  <i>Alphanumeric</i>	Not dynamically stored
<b>Site Number</b>	Identifies the course as District-wide (reports 000) or associated with a specific school (reports MDE School Code).  <i>Numeric, 3 digits</i>	System Administration > Resources > School > State School Number  School.number
<b>Academic Year Number</b>	The unique number assigned to the academic year by the Minnesota Department of Education.  <i>Numeric, 3 digits</i>	System Administration > Calendar > School Years > MCCC Year ID  SchoolYear.stateGeneratedYearID
<b>Calendar Number</b>	The unique number assigned to the calendar by the Minnesota Department of Education.  <i>Numeric, 3 digits</i>	System Administration > Calendar > Schedule Structure > MCCC Calendar/Schedule ID  Calendar.number
<b>Term Type</b>	The term in which the district or school uses to schedule courses. See the <a href="#">Term Type &amp; Term Number Logic</a> for options.  <i>Alphanumeric, 2 characters</i>	System Administration > Calendar > Calendar > Terms > Term Type  Term.stateCode

Element	Description & Format	Campus Location
<b>Term Number</b>	<p>The number assigned to the term in which the course occurs. See the <a href="#">Term Type &amp; Term Number Logic</a> for options.</p> <p><i>Numeric, 2 digits</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Terms &gt; Sequence</p> <p>Term.seq</p>
<b>Local Course Code</b>	<p>The unique code assigned to the course which distinguishes it from others.</p> <p><i>Numeric, 4 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Course Number</p> <p>Course.number</p>
<b>Section Code</b>	<p>The local code that identifies a particular section of a course that a teacher teaches a student takes. Reports the Section Number + the CalendarID.</p> <p><i>Numeric, 2 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Section</p> <p>Section.number Calendar.calendarID</p>
<b>Period Number</b>	<p>The number corresponding with the period in which the course is offered. If a course is offered more than one period, then more than one XML record must be submitted.</p> <p>If Fixed Period Indicator is false, reports as null. Reports as 99 if the section is scheduled on rotating days in multiple period schedules with scheduled periods that do not match (such as period 1 on day A and period 2 on day B).</p> <p><i>Numeric, 2 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Periods</p> <p>Course.periods</p>
<b>Marking Indicator</b>	<p>Reports as True.</p>	<p>NA</p>
<b>Instruction Method Type</b>	<p>Indicates the Instruction method being used for the course. See the <a href="#">Instruction Method Codes</a> for options.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Instruction Method</p> <p>Course.teachingMethod</p>

Element	Description & Format	Campus Location
<b>Instruction Language Type</b>	<p>The language in which the course is taught. If Null or 011, reports as blank.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Instruction Language</p> <p>Course.instructionLanguage</p>
<b>Instruction Minutes Per Term</b>	<p>The number of minutes of scheduled student instruction provided in the course section.</p> <p>Reports Period Minutes Override multiplied by Instructional Days of Term. If Period Minutes Override is null, reports based on Period Minutes. If Period Minutes is null, reports based on the sum of Period Time. Periods do not need to be marked as instructional to be included. Reports based on instructional minutes across all terms in which the section is.</p> <p><i>Numeric, 9 digits</i></p>	<p>Calculated, Not Dynamically Stored</p>
<b>Fixed Period Indicator</b>	<p>Indicates if the course section meets in a fixed time slot.</p> <ul style="list-style-type: none"> <li>• If section is scheduled on rotating days in multiple period schedules with scheduled periods that do not match, False reports.</li> <li>• Else, True reports.</li> </ul> <p><i>Alphanumeric, 5 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Section Schedule Placement</p> <p>Course.schedules</p>

Element	Description & Format	Campus Location
<b>File Folder Number</b>	<p>The folder number/license number of the educator (Primary Teachers and Teachers only; Section Staff do not report) teaching the course section.</p> <p>Primary Teachers/Teachers must have taught the course section for at least one day in the reported term.</p> <ul style="list-style-type: none"> <li>• If the Start Date is within the Term and there is no End Date, the file folder number applies to all terms going forward.</li> <li>• If the Start Date and End Date are not null, the file folder number applies to terms where the staff range falls into the terms.</li> <li>• If the Start Date and End Date are null, the file folder number reports for all terms.</li> </ul> <p>The License Number on the Credential reports first. If there is more than one license number, the most recent license number reports within the date range. If no credential is available for the staff person, the License Number reports from the Employment record.</p> <p><i>Numeric, 15 digits</i></p>	<p>Census &gt; Staff &gt; Credentials &gt; LC: Licensure/Certification Credential Type &gt; License Number</p> <p>EmploymentCredential.licenseNumber EmploymentCredential.licenseType</p> <hr/> <p>Census &gt; Staff &gt; District Employment &gt; License Number</p> <p>Employment.licenseNumber</p>
<b>Teacher Of Record Indicator</b>	<p>Indicates whether the educator is responsible for awarding credit for the section.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Schedule &gt; Courses &gt; Course &gt; Section &gt; Staff History &gt; Role</p> <p>SectionStaffHistory.role</p>
<b>EE Instructional Approach Code</b>	<p>Code indicating the Early Education Instructional Approach. Reports the Value entered for the Inst. Approach and Implementation. If null, reports the default value if entered. Otherwise reports as NONE.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Inst. Approach and Implementation</p> <p>Course.eeInstApproachAndImp</p>

Element	Description & Format	Campus Location
<b>Implementation Code</b>	<p>Reports the Standard Code for the Inst. Approach and Implementation. If null, reports the default value if entered. Otherwise reports as X.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Inst. Approach and Implementation</p> <p>Course.eeInstApproachAndImp</p>
<b>Site Based Initiative</b>	<p>Reports the Site-Based Initiative/Impl Override value from the Section, or the Site-Based Initiative and Impl. from the Course if null.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Scheduling &gt; Courses &gt; Section &gt; Site-Based Initiative/Impl Override; Course &gt; Site-Based Initiative/Impl</p> <p>Section.eeSiteBasedInitOverride Course.eeSiteBasedInitAndImp</p>
<b>Site Based Initiative Code</b>	<p>Code indicating the Site-Based Initiative that the course section is a part of.</p> <p>Reports the Value entered for the Site-Based Initiative/Impl Override on the Section, if entered, or the Site-Based Initiative and Impl. from the Course if null. If both are null, reports the default value if entered. Otherwise reports as NONE.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Scheduling &gt; Courses &gt; Section &gt; Site-Based Initiative/Impl Override; Course &gt; Site-Based Initiative/Impl</p> <p>Section.eeSiteBasedInitOverride Course.eeSiteBasedInitAndImp</p>
<b>Implementation Code</b>	<p>Reports the Standard Code entered for the Site-Based Initiative/Impl Override on the Section, if entered, or the Site-Based Initiative and Impl. from the Course if null. If both are null, reports the default value if entered. Otherwise reports as X.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Scheduling &gt; Courses &gt; Section &gt; Site-Based Initiative/Impl Override; Course &gt; Site-Based Initiative/Impl</p> <p>Section.eeSiteBasedInitOverride Course.eeSiteBasedInitAndImp</p>