Master Schedule Report (Virginia)

Last Modified on 10/22/2022 10:40 am CDT
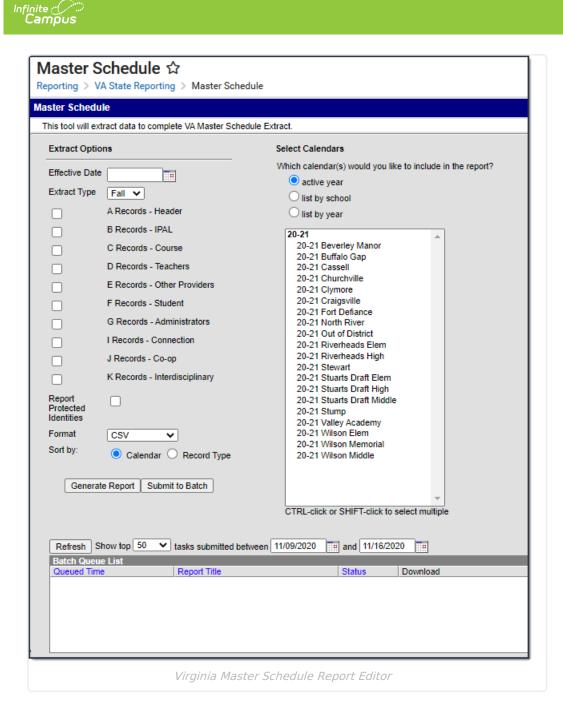
Report Logic | Generate the Master Schedule | Master Schedule Report Layout

Classic View: VA State Reporting > Master Schedule

Search Terms: Master Schedule

The Master Schedule Report collects data about student, course and staff information. This report collects data required to satisfy federal assurances for Indicators (b)(1), (b)(2), and (b)(3) of the State Fiscal Stabilization Fund (SFSF). In meeting the vast requirements of those indicators, this collection also provides data that was previously collected through Instructional Personnel (IPAL) and Math & Science Course Enrollment (CEDC).

It also includes enrollments for nontraditional students in designated Career and Technical Education classes.

Virginia Master Schedule Report Editor

Report Logic

The Master Schedule Report collects all students scheduled into 20 or more hours of course instruction on or before the Effective Date entered in the report editor when the following requirements are also met:

- The course must be linked to a State Reported Grading Task or Standard.
- The student may or may not have a final grade in the course.
- Courses are reported regardless of whether the student has dropped the course.
- This report honors State Exclude indications.
- Students with No Show flagged are not reported.

When generating the Fall extract F-Student Record, students report if they are enrolled in the course as of the Effective Date. For courses that are complete as of the Effective Date, students

report in the F record when they have a grade associated with any grading task or standard. For future courses, the student must be scheduled into a section with a teacher. Courses must have SCED data.

The Master Schedule's C, D, F, I and J records report course sections/students/teachers when the section start date is AFTER the Master Schedule report generation Effective Date when the Course > Perkins Code is NOT NULL (CTE) or the Course Type is **J**.

The future section must have a teacher or primary teacher associated with it and students must be enrolled in the section for reporting.

Teachers that are not active teachers of the course section on the effective date do not report unless they are the last instructor on the course and have not been replaced.

A second F record is created for the student if a Course section has a Section staff or other Teacher who gives instruction to that specific student and the instructor does not work with the entire roster of the course section.

The following collections only report when a Primary teacher is selected on the Section Staff History: C) Course, F) Students, and D) Teachers.

STEM Schools report when the School Type (System Administration > Resources > School Type) codes is = STEM.

Provider ID

The following logic applies when determining the Local Provider ID.

- The Local Provider ID reports on the student's record based on the section's Primary Teacher in the Staff History of the course.
- The Primary Teacher may have any role code associated with their Section Staff History Record for the course.
- If there is a Primary Teacher for the section, they report as the Local Provider ID.
- Teachers that were an active instructor of the course as of the report's effective date are also considered for determining the Local Provider ID.
- A section staff member or other Teacher (non-Primary teacher) may report as the Local Provider ID if there is no active Primary Teacher as of the report's effective date.
- Section staff or other Teachers on the section with a Teacher Role of NULL or = O: Other (excluded from reporting) do NOT populate the Local Provider ID.
- If there is no teacher active as of the report's effective date, the Local Provider ID considers the most recently active Teacher by end date.
- If there is no Primary Teacher, but multiple section staff/other teachers report first from the most recently active Teacher by End date. If the Teachers have the same dates on the Section Staff history, the person with the lowest Person ID reports first.

Roster Verification

- If the teacher/section staff has a role code of 1, 4, 6, 7 then Campus checks to see whether there is a Roster Verification completed for that staff person for the course section.

- The Roster Verification must have a State Code of 01: MSC - End of Year.
- The Roster Verification must be certified.
- The Roster Verification must associate the instructor with at least one student on the roster, but not the entire roster of students (<100%).
- For each student associated with the staff person via the Roster Verification, if the instruction time is greater than zero, a second F record generates for the student with the Local Provider ID populated from the instructor indicated via the Roster Verification.
- If the teacher/section staff does not have one of the role codes (1, 4, 6, 7), a second F record does NOT generate for the student for that course section.
- If a qualifying Roster Verification does not exist, a second F record does NOT generate for the student for that course section.

Record Report Population Logic

The Master Schedule Report includes multiple different data collections. Marking the checkboxes in the extract editor determines which records are included in the report.

Record	Logic
A	Includes a header record. When multiple calendars are selected in the same year, only one A record reports.
B	Includes a record for each teacher in the section into which the student is scheduled. Reports only one record for each teacher, regardless of the number of sections or courses they teach, the number of Credential or employment records, or the number of calendars. License Number is not necessary for a teacher to report. A record also generates for each staff member with a District Assignment record active on or before the Effective Date that has a Type of 07 or 08. No record reports if the Assignment Code is Null or section Staff History Role is O: Other (excluded from reporting). B records do NOT report for individuals with a Provider code of 1, 2, 3, or 5 (Census > People > District Assignment > Provider Description). If **Sort by** *Calendar* is selected on the editor, a record reports for each assignment in each calendar. If **Sort by** *Record Type* is selected on the editor, only one record reports per school.

Record	Logic
C	A single record reports per unique Section ID. If a Course Section is marked as State Exclude, the Course Section does not report. This collection only reports when a Primary teacher is selected on the Section Staff History. When the Course is for PK students, the C - Course record and all associated records report even when the course does not have a state reported grading task or standard associated with it. **CTE Course Section** • CTE Courses are indicated with a Perkins Code (Perkins Code on the course is NOT NULL). • A record reports for each qualifying CTE Course Section. ○ A course section reports if it includes at least 1 scheduled, non-excluded student on the roster. ○ For course sections completed or in progress as of the report Effective Date, students actively scheduled in the course at any point during the course section report. ○ For future course sections in the report year, students scheduled to take the course as of the section start date report. **Regular Course Section** • Regular/non-CTE Courses are indicated by not having a Perkins Code (Perkins Code on the course is NULL). • Only regular course sections with at least one State Reporting Grading Task attached report. • A record reports when the Course Section has at least 1 scheduled, non-excluded student on the roster. • If the Course Section is completed or in progress as of the report Effective Date, only students scheduled for at least 20 hours of instruction as of the report Effective date reports. • Future Course Sections do not report.
D	Includes a record for each teacher in the section into which the student is scheduled. Reports only one record for each Teacher with a License Number in a section and an Active Teacher Role on the Effective Date. If there is no active Teacher as of the Effective date of the report, the next qualifying teacher/ teaching team with the most recent Start Date reports. No record reports if section Staff History Role is O: Other (excluded from reporting). This collection only reports when a Primary teacher is selected on the Section Staff History.

Record	Logic
E	Reports a single record for each non-licensed teacher and/or non-administrator of the section into which the student is scheduled. • Non-licensed teachers are only reported one time, regardless of the number of sections or courses they teach or the number of calendars. • Staff members reports an E record if either License Prefix or License Number is Null. • No record reports if section Staff History Role is O: Other (excluded from reporting). • If there is no active Teacher as of the Effective Date of the report, the next qualifying teacher/ teaching team with the next most recent Start Date reports. • If the teacher's district assignment records have the same date, data reports from the highest assignment ID. • If multiple calendars are selected and staff has multiple eligible records, a record generates from the district assignment with the most recent Start Date. If the Start Dates are the same, a record reports from the highest assignment ID. If a single calendar is selected, a record reports for each eligible calendar. Sections of a Course marked as Course Exclude do not report. To report, the course section must meet one of the following sets of criteria. **CTE Courses (indicated with a Perkins Code)** • CTE courses must have at least one non-excluded student actively scheduled into the course at any point on or before the Effective Date. • In progress and completed sections report based on the report Effective Date. • Future CTE course sections in the reporting year can also report based on the section Start Date instead of the report Effective Date. **Regular/Non-CTE Courses (Perkins Code on the course is NULL)** • In progress and completed sections report based on the report Effective Date. • To report, a qualifying Regular course section must have at least one State Reported Grading Task attached and at least one non-excluded student scheduled for at least 20 hours of instruction as of the report Effective date. • A record reports for each qualifying person with an active Section Staff record on the section staff history of the course section.

Record	Logic
F	Reports students rostered into non-excluded course sections. **CTE Courses (indicated with a Perkins Code)** • CTE Course (indicated with a Perkins Code). **Regular/Non-CTE Courses (Perkins Code on the course is NULL)** • Non CTE courses reports if student is schedule as of Effective Date. For Regular/Non-CTE Courses (Perkins Code on the course is NULL), a qualifying Regular course section must have at least one State Reported Grading Task attached to report. Enrollments, Calendar, or Grade Levels marked as State Exclude are not included in the extract. This collection only reports when a Primary teacher is selected on the Section Staff History.
G	Includes a record for each teacher in the section into which the student is scheduled when the teacher has a District Assignment active on or before the extract Effective Date with a Type of 7: Pupil Personnel Service Provider, 8: Administrator, or 10: Other Staff not connected to a section. Reports one record per teacher, per Type, per school, regardless of the number of calendars. District Assignment Code cannot be blank. Staff members that report a G record also report a B record. If **Sort by** *Calendar* is selected on the editor, a record reports for each assignment in each calendar. If **Sort by** *Record Type* is selected on the editor, only one record reports per school.
I	Includes a record for each CTE course, indicated with a Perkins Code.
J	Includes a record for each course with a Type of **J**.

Record	Logic
K	Reports the Course Sections of the course where the Interdisciplinary Flag (IF) is populated. The (IF) must be populated with the connected Section ID number.
	The following fields report this combination of values: *D + District Number-School Number-Course Number-Section Number.* See below for more information about how this combination of values is obtained.

Field	When
Section ID field (field 4)	reporting a record for the Course Section with the Interdisciplinary Flag (IF) populated.
Connected Section ID (field 5)	reporting the matching course sections that have the Interdisciplinary Flag (IF) populated. These section numbers report for the connected section from the Section ID number.

D + District Number-School Number-Course Number-Section Number
Example D014-1234-123456789-123

Value	Reports From...
D	The default value for the first position is **D.** **Example D**014-1234-123456789-123
District Number	Resources > District Info > State District Number with a dash separating this number from the next number (School number) **Example** D**014-**1234-123456789-123
School Number	Resources > School > State School Number with a dash separating this number from the next number (Course number) **Example** D014-**1234-**123456789-123
Course Number	Course > Number (local number) with a dash separating this number from the next number (Section Number) **Example** D014-1234-**123456789-**123
Section Number	Section > Section Number **Example** D014-1234-123456789-**123**

Generate the Master Schedule

1. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. The report includes students who are scheduled into a course on or before this date for at least 20 hours.

2. Select the **Extract Type** to generate, *Fall* or *EOY*.

> If you select **EOY**, the **Prior Reporting Date** field displays. Enter the same date as the Effective date of the Fall report generation. Doing this captures students who were reported in the Fall reporting period and students who entered after the Fall Effective Date of report generation.

3. Indicate which **Records** should be included in the extract by marking the checkboxes.
4. Select whether you want the report to **Sort by** *Calendar* or *Record Type*.
5. Indicate the **Format** in which the extract should generate. Options are *CSV, Tab Delimited* and *HTML*.
6. Indicate which **Calendar(s)** should be included in the extract.
7. Select the **Generate Report** button to generate the extract in the desired format.

Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

Master Schedule Report Layout

Header Record

A single header record is generated for all combinations of records and for all file types.

Element Name	Description	Logic
SenderID	The State District Number	Reports from System Administration > Resources > District Information > State District Number
CreateDate	The system date	System Generated
CreateTime	The system time	System Generated
Email	The sender's email address	Reports as **Email** and must be manually updated
tilde	System Generated	Reports ~~
DataType	The Extract Type selected on the report editor	Reports MSC _FALL or MSC_EOY
tilde	System Generated	Reports ~

A Records Header

Element Name	Description
Record Type	The type of record being generated. Reports as **A**. *Alphanumeric, 1 character*
Data Collection Name	The system generated name for the data collection. Reports as **MSC_IPAL**. *Alphanumeric, 8 characters*
File Submission Type	The code that describes the submission. Reports based on the Extract Type selected: 1 for Fall and 3 for End of Year. *Numeric, 1 digit*
Beginning School Year	The start year of the reported calendar. System Administration > Calendar > Calendar > School Years > Start Year *Date field, 4 digits*
Division Number	The state district number. System Administration > Resources > District Information > State District Number *Numeric, 3 digits*
Section Type	The code describing the data included in the submission. For example, reports as **ADE** when records A, D and E are being generated. *Alphabetic, 6 characters*

B Records IPAL

Element Name	Description	Location
Record Type	The type of record being generated. In this case, reports as **B**. *Alphanumeric, 1 character*	Not dynamically stored

Element Name	Description	Location
Local Provider ID	The locally defined identification number that is unique to the individual within the division. *Numeric, 20 digits*	Census > People > Demographics > Local Staff Number person.staffNumber
License Prefix	The teacher's license prefix. *Alphanumeric, 4 characters*	Census > People > District Employment > License Prefix employment. licensePrefix
License Number	The teacher's license number. *Alphanumeric, 11 characters*	Census > People > District Employment > License Number employment. licenseNumber
SSN	The social security number of the individual. Reports when the Teacher/Administrator License Prefix and Teacher/Administrator License Number are blank. *Numeric, 9 digits*	Census > People > Demographics > Soc Sec Number identity.ssn
First Name	The legal first name of the individual. Information reports from the Demographics tool unless the **Report Protected Identities** checkbox is marked. When the **Report Protected Identities** checkbox is marked on the extract editor information reports from Identities > Protected Identity Information. If the legal name fields are blank, name information reports from the Demographics tool. *Alphanumeric, 15 characters*	Census > People > Demographics > First Name identity.firstName Identities > Protected Identity Information > Legal First Name legal.firstName

Element Name	Description	Location
Middle Name	The legal middle name of the individual. Information reports from the Demographics tool unless the **Report Protected Identities** checkbox is marked. When the **Report Protected Identities** checkbox is marked on the extract editor information reports from Identities > Protected Identity Information. If the legal name fields are blank, name information reports from the Demographics tool. *Alphanumeric, 15 characters*	Census > People > Demographics > Middle Name identity.middleName Identities > Protected Identity Information > Legal Middle Name legal.middleName
Last Name	The legal last name of the individual. Information reports from the Demographics tool unless the **Report Protected Identities** checkbox is marked. When the **Report Protected Identities** checkbox is marked on the extract editor information reports from Identities > Protected Identity Information. If the legal name fields are blank, name information reports from the Demographics tool. *Alphanumeric, 25 characters*	Census > People > Demographics > Last Name identity.lastName Identities > Protected Identity Information > Legal Last Name legal.lastName
Filler 9	N/A	N/A
Ethnic Flag	Indicates whether the student is of Hispanic/Latino descent. *Alphanumeric Y or N*	Census > People > Demographics > Race/Ethnicity > Is the individual Hispanic/Latino? Identity.hispanicEthnicity
Race Ethnicity	The code calculated in the state Race Ethnicity mapped field based on the race or combination of races checked. *Numeric, 2 digits*	Census > People > Demographics > Person Information > Race/Ethnicity Identity.raceEthnicity
Gender	Indicates if the student is (M)ale, (F)emale, or N(Non-Binary). *Alphanumeric, 1 character*	Census > People > Demographics Identity.gender

Element Name	Description	Location
FTE	The full-time employment percentage of the individual. The FTE Percent reports in the following format: x.xx. For example, if 100 is entered in the FTE Percent field, 1.00 reports. If 50 is entered in the the FTE Percent field, then .50 reports. If the FTE Percent field is blank or 0, 0.00 reports. *Decimal, 4 characters*	Census > People > District Employment > FTE Percent employment.ftePercent
Title I Funded	Indicates if any percentage of the individual's position is funded by Title I. In the District Assignment determining the record, if there is a value other than NULL or 0 in the *Title 1 Funding %*, **Y** reports. Otherwise, **N** reports. *Alphanumeric, 1 character Y or N*	Census > People > District Assignment > Title I Funding % employmentAssignment. titleIFundingPercent
High Quality	Indicate if the individual is endorsed as Highly Qualified. Reports the option selected in the HQ Development dropdown list of the District Employment record that is active on the extract Effective Date. If more than one records exist, reports from the one with the most recent Start Date. If null, reports as **Y**. *Alphanumeric, 1 character*	Census > People > District Employment > HQ Development Employment. hqDevelopment
Filler 16	N/A	N/A
Filler 17	N/A	N/A
Filler 18	N/A	N/A

Element Name	Description	Location
First Year Teacher Flag	The First Year Teacher Flag identifies individuals that have less than one year full-time teaching experience in a public or an accredited non-public school. Campus finds the District Employment record that has a Start Date on or before the report Effective Date. **Y** reports if the Teaching Start Year date is within the calendar year and the Teaching Years Modifier field is 0 or null. **N** reports if any of the following is true: • The Teaching Start Year date is before the calendar year Start Date. • The Teaching Start Year date is within the calendar year and the Teaching Years Modifier field is greater than 0. • The Teaching Start Year date is null. *Alphanumeric, 1 character Y or N*	Census > People > District Employment > Start Date Census > People > District Employment > Teaching Start Year

Element Name	Description	Location

Division Teaching Experience	The number of years the individual has completed teaching in the current school division. A value reports when the employee has a current or historical district assignment where the Teacher field is marked.
	• When field 19 First Year Teacher Flag is **Y**, zero reports.
	• When the First Year Teacher checkbox is not marked, Campus checks the Teacher Start Year Date.
	   ○ If there is a date, Campus counts all years after the Teacher Start Year Date year (the first year is not included).
	   ○ If there is not a date, Campus totals the district assignments where the Teacher field is marked.
	• Campus counts one for each school year where there is a district assignment and the Teacher field is marked within each School Year date range. The School Year date range is 07/01/yyyy-06/30/yyyy up to the Effective Date of report generation. Campus sums each year and subtracts one from the sum for the total division teaching experience.
	
	Numeric, 2 digits
		Census > People > District Assignment > Teacher
		
		Census > People > District Employment > Teacher Start Year Date

Total Years' Teaching Experience Completed	The total number of years the individual has completed as a teacher in any public, private, or out of state school. A value reports when the employee has a current or historical district assignment where the Teacher field is marked. • When field 19 First Year Teacher Flag is **Y**, zero reports. • Campus adds the number in the most recent District Employment record > Teaching Modifier field, if populated, to the sum of field 20, Division Teaching Experience. If the Teaching Modifier field is blank, the number in field 20 Division Teaching Experience reports. *Numeric, 2 digits*	Census > People > District Employment > Teaching Modifier

Element Name	Description	Location
Division Administrative Experience	The number of years the individual has completed as an administrator in the current school division. A value reports when the employee has a district assignment type of 08: Administrator. If the administrator is in the first year of administration or not completed a full year in administration as of October 1 of the current school year, the number zero reports. • If the Administrator Start Year Date is populated, Campus adds all the years after the Administrator Start Year Date year (the first year is not included) • If the Administrator Start Year Date is not populated, Campus adds the district assignments where the type is 08: Administrator. • Campus counts one for each school year where there is a district assignment where type of 08: Administrator within each School Year date range. The School Year date range is 07/01/yyyy-06/30/yyyy up to the Effective Date of report generation. Campus sums each year and subtracts one from the sum for the total division Admin experience. *Numeric, 2 digits*	Census > People > District Assignment >Type = 08: Administrator Census > People > District Employment > Administrator Start Year Date

Element Name	Description	Location
Total Years' Administrative Experience Completed	The total number of years the individual has completed as an administrator in any public, private, or out of state school. A value reports when the employee has a district assignment type of 08: Administrator. If the administrator is in the first year of administration or not completed a full year, the number zero reports. Campus adds the number in the most recent District Employment record > Administrative Year Modifier if populated, to the sum of field 22 Division Administrative Experience. If the Administrative Year Modifier is blank, this field reports the same number a field 22 Division Administrative Experience. *Numeric, 2 digits*	Census > People > District Assignment >Type = 08: Administrator Census > People > District Employment

Element Name	Description	Location
Division Pupil Personnel Experience	The number of years the individual has completed as pupil personnel in the current school division. To report, the Staff District Assignment's Type must be 07 Pupil Personnel Service Provider. If the individual has not completed a full year as pupil personnel as of October 1 of the current school year, the number zero reports. • When the Pupil Personnel Start Year Date is populated, Campus counts all years after the Pupil Personnel Start Year Date year (the first year is not included). • If the Pupil Personnel Start Year Date is not populated, Campus adds all district assignments where the type is 07: Pupil Personnel. • Campus counts one for each school year there is a district assignment where the type is 07: Pupil Personnel within each School Year date range. The School Year date range is 07/01/yyyy-06/30/yyyy up to the Effective Date of report. Campus sums each year and subtracts one from the sum for the total. *Numeric, 2 digits*	Census > People > District Assignment > Type = 07 : Pupil Personnel Service Provider Census > People > District Employment > Pupil Personnel Start Year Date

Element Name	Description	Location
Total Years' Pupil Personnel Experience Completed	The total number of years the individual has completed as pupil personnel in any public, private, or out of state school. To report, the Staff District Assignment's Type must be 07 Pupil Personnel Service Provider. If the individual has not completed a full year as pupil personnel as of October 1 of the current school year, the number zero reports. Campus adds the number in the most recent District Employment record > Pupil Personnel Year Modifier, if populated, to the sum of field 24 Division Pupil Personnel Experience. If the Pupil Personnel Year Modifier is blank, this field reports the same number a field 24 Division Pupil Personnel Experience. *Numeric, 2 digits*	Census > People > District Assignment > Type = 07 : Pupil Personnel Service Provider Census > People > District Employment > Pupil Personnel Year Modifier
Filler 26, 27	N/A	N/A

C Records Courses

Element Name	Description	Location
Record Type	The type of record being generated. In this case, reports as **C**. *Alphanumeric, 1 character*	Not dynamically stored
Section ID	The locally defined number that identifies the section. The ID reports using the following combination: D + District Number - School Number - Course Number - Section Number. **Example** D014-1234-123456789-123 *Alphanumeric, 30 characters*	Resources > District Info > State District Number Resources > School > State School Number Course > Number (local number) Scheduling > Courses > Section > Section ID

Element Name	Description	Location
Serving Division	The state-assigned Division number that identifies the division, center or agency that provided the course. The Serving Division reports from the Serving Division-School field on the section if it is populated. If it is not populated, Campus checks the Serving Division-School on the Course. If both Course and Section are blank, Serving Division reports from the State District where the course occurs. *Numeric, 3 digits*	Scheduling > Courses > Sections > Serving Division-School Scheduling > Courses > Serving Division-School Section.serviceDistrict --- System Administration > Resources > District Information > State District Number District.number
Serving School	The state-assigned School number that identifies the school, center, program or placement that provided the course. The Serving School reports from the Serving Division-School field on the section if it is populated. If it is not populated, Campus checks the Serving Division-School on the Course. If both Course and Section are blank, Serving School reports from the School Numbers where the course occurs. *Numeric, 4 digits*	Scheduling > Courses > Section > Serving Division-School Scheduling > Courses > Serving Division-School Section.serviceDistrict --- OR System Administration > Resources > School > State School Number School.number

Element Name	Description	Location
SCED Code	The SCED Code is the NCES-assigned number that represents a course by its SCED Subject Area immediately followed by its SCED Course Identifier. For example, Grade 3 Reading would be reported as 1043 when then SCED Subject Area = 01 and SCED Course Identifier = 043. *Numeric, 5 digits*	Scheduling > Courses > Course > NCES Data > SCED Subject Area Course.scedSubjectArea --- AND Scheduling > Courses > Course > NCES Data > SCED Course Identifier Course.scedCourseId
Filler	N/A	N/A
SCED Course Level	This code conveys the level of rigor of the course. *Alphanumeric, 1 character*	Scheduling > Courses > Course > NCES Data > SCED Course Level Course.scedCourseLevel
SCED Sequence	The code describing how the school systems may "break up" increasingly difficult or more complex information. Currently, values of 1 and 1 are hard-coded. This element reports blank for CTE courses. *Alphanumeric, 3 characters*	Scheduling > Courses > Course > NCES Data > SCED Sequence Course.scedSequence
VA Extended Description	The VA Extended Description is used to distinguish between two or more classes within the same SCED Course Code where the SCED does delineate. *Alphanumeric, 5 characters*	Scheduling > Course > VA Extended Description Course.VAExtDesc

Element Name	Description	Location
Associated SOL Test Code	This field reports what, if any, SOL test is administered to students enrolled in this course. An assessment code reports in this field only when the Assessment > End Date is blank, on, or after the report generation's Effective Date. If the End Date is before the Effective Date, an assessment code does not report. If multiple state coded assessments are attached to the course on the Course Assessment tool, the reporting value of the two assessments are concatenated with the smaller value first. Only the following assessment combinations report. All other combinations are invalid. • 120122: Algebra I/Algebra II • 120121: Algebra I/Geometry • 161162: Biology/Chemistry • 160161: Earth Science/Biology • 160162: Earth Science/Chemistry • 109112: End Of Course English: Reading and End Of Course English: Writing • 121122: Geometry/Algebra II • 81088111: Grade 8 English: Reading and Grade 8 English: Writing • 8228 Grade 8 Mathematics (2016) paper • 8238 Grade 8 Mathematics (2016) CAT Otherwise, this field reports blank. *Alphanumeric, 8 characters*	Scheduling > Courses > Assessment Scheduling > Courses > Assessment > End Date

Element Name	Description	Location
Filler	N/A	N/A
Local Course Code	The locally-assigned course code. *Alphanumeric, 20 characters*	Scheduling > Courses > Course > Number Course.number
Local Course Title	The locally-defined name of the course. *Alphanumeric, 50 characters*	Scheduling > Courses > Course > Name Course.name
Semester	Reports the Term field on the Section tool. If blank, reports the Term field from the Course tool. Otherwise reports as blank. *Alphanumeric, 1 character*	Scheduling > Courses > Section > Term; Course > Term Section.term Course.term
Minutes Per Course	Calculates the total number of minutes that the section is taught. Only reports if the course has a Perkins Code. *Numeric, 5 digits*	Scheduling > Courses > Section > Schedule Placement and System Administration > Calendar > Calendar Days
MOP ID	The code that identifies a course with curriculum and delivery that is provided by an approved Multi-division Online Provider. • 3 Apex • 4 BYU Independent Study • 5 Chesterfield County Public Schools - CCPS Online • 7 Pearson • 8 EdOptions Academy *Alphanumeric, 2 digits*	Course > MOP ID Course.provider

Element Name	Description	Location
Interdisciplinary Flag	Reports **Y** when the Section > Interdisciplinary Connected Section is populated. Reports **Y** for the section reporting that is populated in the Interdisciplinary Connected Section on another section. This section does not need the Interdisciplinary Connected Section populated. Otherwise, **N** reports. *Alphanumeric Y or N*	Scheduling > Courses > Course > Sections > Interdisciplinary Connected Section CustomSection.interdisciplinarySection
Filler	N/A	N/A

D Records Teachers

Teachers do not need a License Prefix or License Number to report.

Element Name	Description	Location
Record Type	The type of record being generated. In this case, reports as **D**. *Alphanumeric, 1 character*	Not dynamically stored
Section ID	The locally defined number that identifies the section. The ID reports using the following combination: D + District Number - School Number - Course Number - Section Number. **Example** D014-1234-123456789-123 *Alphanumeric, 30 characters*	Resources > District Info > State District Number Resources > School > State School Number Course > Number (local number) Scheduling > Courses > Section > Section ID

Element Name	Description	Location
Serving District	The state-assigned Division number that identifies the division, center or agency that provided the course. The Serving Division reports from the Serving Division-School field on the section if it is populated. If it is not populated, Campus checks the Serving Division-School on the Course. If both Course and Section are blank, Serving Division reports from the State District where the course occurs. *Numeric, 3 digits*	Scheduling > Courses > Section > Serving Division-School Scheduling > Courses > Serving Division-School OR System Administration > Resources > District Information > State District Number Section.serviceDistrict
Serving School	The state-assigned School number that identifies the school, center, program or placement that provided the course. The Serving School reports from the Serving Division-School field on the section if it is populated. If it is not populated, Campus checks the Serving Division-School on the Course. If both Course and Section are blank, Serving School reports from the School Numbers where the course occurs. *Numeric, 4 digits*	Scheduling > Courses > Section > Serving Division-School Scheduling > Courses > Serving Division-School OR System Administration > Resources > School > State School Number Section.serviceDistrict
License Prefix	The teacher's license prefix. *Alphanumeric, 9 characters*	Census > People > District Employment > License Prefix employment. licensePrefix
License Number	The teacher's license number. *Alphanumeric, 11 characters*	Census > People > District Employment > License Number employment. licenseNumber

Element Name	Description	Location
Local Provider ID	The locally defined identification number that is unique to the individual within the division. *Numeric, 20 digits*	Census > People > Demographics > Local Staff Number person.staffNumber
Teacher Role Code	A code describing the teacher's role in the section. *Numeric, 1 digit*	Scheduling > Courses > Section > Role teacher.role
Defined Class Type	The type of special education needs served in the course. Reports the value selected in the Section Editor first; if that value is Null, reports from the Course tool. Where a Defined Class Type is set, only teachers whose District Assignment is in the school being report and has the Special Ed checkbox marked report. *Numeric, 4 digits*	Scheduling > Courses > Section > Defined Class Type OR Scheduling > Courses > Course course.spedArea
Filler	N/A	N/A

E Records Other Providers

Teachers with a Role Code of O: Other are excluded.

Element Name	Description	Location
Record Type	The type of record being generated. In this case, reports as **E**. *Alphanumeric, 1 character*	Not dynamically stored
Local Provider ID	The locally defined identification number that is unique to the individual within the division. *Numeric, 20 digits*	Census > People > Demographics > Local Staff Number person.staffNumber
Provider Name	The name of a specific private schools, contracting company or unlicensed individual who serves as the other provider. *Alphanumeric, 50 characters*	Census > People > Demographics > First and Last Name identity.firstName identity.lastName

Element Name	Description	Location
Provider Description	The description of services provided. This field reports from the calendar associated district assignment. If the record does not have a Provider Description, this field reports **7**. *Numeric, 1 digit*	Census > People > Employment Assignment > Provider Description employmentAssignment. alternateType

F Records Students

Element Name	Description	Location
Record Type	The type of record being generated. In this case, reports as **F**. Alphanumeric, 1 character	Not dynamically stored
Section ID	The locally defined number that identifies the section. The ID reports using the following combination: D + District Number - School Number - Course Number - Section Number. **Example** D014-1234-123456789-123 Alphanumeric, 30 characters	Resources > District Info > State District Number Resources > School > State School Number Course > Number (local number) Scheduling > Courses > Section > Section ID
Local Provider ID	The locally defined identification number of the Primary Teacher that is unique to the individual within the division. The Local Staff Number for the section's teacher as of the Effective Date reports. - If the teacher has a role code of O:Other (excluded from reporting), they do not report. - If there is no active teacher on the Effective Date, the Teacher with the next most recent Start Date reports. - If the teachers have the same dates on the Section Staff history, the person with the lowest Person ID reports. - Otherwise, this field reports blank. Teachers whose Teacher Role field is NOT	Census > People > Demographics > Local Staff Number person.staffNumber

Element Name	Description	Location
	NULL always report a record for the student if they are the Primary Teacher.	
	Campus creates a second F record for the student if a Course section has a Section staff or other Teacher who gives instruction to that specific student and the instructor does not work with the entire roster of the course section. • If the teacher/section staff has a role code of 1, 4, 6, or 7, Campus checks to see whether there is a Roster Verification completed for that staff person for the course section. If the teacher/section staff does not have one of the above role codes, a second F record does NOT generate for the student for that course section. • The Roster Verification must have a State Code of 01: MSC - End of Year, must be certified, and must associate the instructor with at least one (1) student on the roster, but not the entire roster of students (<100%). • For each student associated with the staff person via the Roster Verification, if the Instruction Time is greater than zero (> 0) / Not NULL, a second F record generates for the student with the Local Provider ID populated from the instructor indicated via the Roster Verification. *Numeric, 20 digits*	
State Testing ID	The unique identification number assigned to the student and maintained by the state. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > State ID person.stateID
Local Student ID	The unique identification number assigned to the student and maintained by the division or district. *Numeric, 4 digits*	Census > People > Demographics > Person Identifiers > Local Student Number person.studentNumber

Element Name	Description	Location
Final Grade	The State Score of the most recent or final grade for the student in the section. Reports as blank if there is no grade to report. *Alphanumeric, 3 characters*	Student Information > General > Grades
Virtual Course	Indicates if the course was administered via virtual means, such as an online course or a course taken via satellite between schools. Reports a code of 1-4 selected from the Section Online Course Override dropdown. When the Section dropdown is null, the selected code from Online Course field reports. Reports blank when populated with codes DL-MOP or MOP or when both the Section and Course Online Course dropdowns are blank. *Numeric, 1 digit*	Scheduling > Courses > Section > Online Course Override; Course > Online Course Course.distanceLearning
Dual Enrollment	Indicates if the course was taken as a dual enrollment course. *Alphanumeric, 1 character Y or N*	Scheduling > Courses > Course > Dual Enrollment course.dualEnrollment

Element Name	Description	Location
Work Based Learning	The Instructional Setting of the section. Reports the code selected in the Instructional Setting field. If the Course > Type is CO: Co-op Course, **1** reports. If the Course Type is not Co: Co-op, Campus checks the Roster Batch Edit > Instructional Setting field first. If the Instructional Setting field is null, then Campus checks the Section > Instructional Setting field. 1: Cooperative Education 2: Registered Apprenticeship 3: Internship 4: Mentorship 5: Job Shadowing 6: Service Learning 7: Clinical Experience 9: Youth Registered Apprenticeship 10: Externship 11: School-Based Enterprise 12: Entrepreneurship *Numeric, 1 digit*	Scheduling > Courses > Section > Instructional Setting Scheduling > Courses > Section > Roster Batch Edit Section.instructional Setting
Governor's Academy Code	Reports S when the School Type is code = STEM.	N/A
Responsible Division	The left leading 3 digits in front of the dash from the Responsible Division/School dropdown list. This value reports when the student is enrolled in any school where the District Information Detail Type is **RC**. Otherwise, this field reports blank. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > State Reporting > Responsible Division-School enrollment.responsibleDivSchool

Element Name	Description	Location
Credit Awarded Flag	Indicates whether credit was earned. Reports **Y** when the associated course has a transcript entry where Credit Earned is greater than **0**. If there is no transcript entry, **N** reports. **N** also reports when a student has a passing transcript entry for a course where the Credit Type on the state reported Grading Task used for reporting has a State Code = NC on the associated Credit Group. *Alphanumeric, 1 character Y or N*	N/A
Filler	N/A	N/A

G Records Administrators

Reports records for staff members who have a District Assignment record on or before the Effective Date of the report in the year being reported with a Type of 7: Pupil Personnel Service or 8: Administrator.

Element Name	Description	Location
Record Type	The type of record being generated. In this case, reports as **G**. *Alphanumeric, 1 character*	Not dynamically stored
Local Provider ID	The locally defined identification number that is unique to the individual within the division. *Numeric, 20 digits*	Census > People > Demographics > Local Staff Number person.staffNumber
Serving Division	The state-assigned Division number that identifies the division, center or agency that provided the course. *Numeric, 3 digits*	System Administration > Resources > District Information > State District Number district.number

Element Name	Description	Location
Serving School	The state-assigned School number that identifies the school, center, program or placement that provided the course. *Numeric, 4 digits*	System Administration > Resources > School > State School Number school.number
License Prefix	The teacher's license prefix. *Alphanumeric, 9 characters*	Census > People > District Employment > License Prefix employment.licensePrefix
License Number	The teacher's license number. *Alphanumeric, 11 characters*	Census > People > District Employment > License Number employment.licenseNumber
Teacher Role Code	A code describing the administrator's role. Reports as one digit; if the value is zero filled, reports the right most digit. *Numeric, 1 digit*	Census > People > District Assignment teacher.role
VA State Assignment Code	The code assigned to the course by the state. *Alphanumeric, 4 characters*	Census > People > District Assignment EmploymentAssignment. assignmentCode
Filler	N/A	N/A
Filler	N/A	N/A
Filler	N/A	N/A

Element Name	Description	Location
First Year Administrator Flag	Identifies whether an individual has less than one year full-time experience in their current role in a public or an accredited non-public school. Reports from the District Employment record that has a Start Date on or before the report Effective Date. If the Administrator Start Date is within the calendar year for which the report is being run, **Y** reports. Otherwise, **N** reports. *Alphanumeric, 1 character*	Census > People > District Employment
Filler	N/A	N/A
Filler	N/A	N/A

I Records Connection Record

Elements	Description	Type, Format and Length	Interface Location
Record Type	The type of record being generated. In this case, reports as **I**. *Alphanumeric, 1 character*		Not dynamically stored
Serving Division	The state-assigned Division number that identifies the division, center or agency that provided the course. The Serving Division reports from the Serving Division-School field on the section if it is populated. If it is not populated, Campus checks the Serving Division-School on the Course. If both Course and Section are blank, Serving Division reports from the State District where the course occurs. *Numeric, 3 digits*		Scheduling > Courses > Section > Serving Division-School Section.serviceDistrict

Elements	Description	Type, Format and Length	Interface Location
Serving School	The state-assigned School number that identifies the school, center, program or placement that provided the course. The Serving School reports from the Serving Division-School field on the section if it is populated. If it is not populated, Campus checks the Serving Division-School on the Course. If both Course and Section are blank, Serving School reports from the School Numbers where the course occurs. *Numeric, 4 digits*		Scheduling > Courses > Section > Serving Division-School Section.serviceDistrict
Section ID	Reports the locally-defined number that identifies a particular section of a course. When coupled with the division and school, Section ID creates a unique identifier for the section. If the Connected Section field is populated for a section, the Connected Section ID reports. - When the Connected Section data begins with an alpha character, the Connected Section ID reports as is. - When the Connected Section data begins with a number, the Connected Section ID looks to the section with a matching Section ID and reports as follows: D - State District Number - State School Number - Course Number - Section Number (Section Number of matching Section ID) If there are no matching Section IDs, reports the Connected Section ID number (Scheduling > Courses > Section). *Alphanumeric, 30 characters*		Scheduling > Courses > Section > Section ID Section.number

Elements	Description	Type, Format and Length	Interface Location
Connected Section ID	The locally defined number that identifies the section. The ID reports using the following combination: D + District Number - School Number - Course Number - Section Number. **Example** D014-1234-123456789-123 *Alphanumeric, 30 characters*		Resources > District Info > State District Number Resources > School > State School Number Course > Number (local number) Scheduling > Courses > Section > Section ID

J Records Co-op

Elements	Description	Interface Location
Record Type	The type of record being generated. In this case, reports as **J**. *Alphanumeric, 1 character*	Not dynamically stored
Serving Division	The state-assigned Division number that identifies the division, center or agency that provided the course. The Serving Division reports from the Serving Division-School field on the section if it is populated. If it is not populated, Campus checks the Serving Division-School on the Course. If both Course and Section are blank, Serving Division reports from the State District where the course occurs. *Numeric, 3 digits*	Scheduling > Courses > Section > Serving Division-School Scheduling > Courses > Serving Division-School OR System Administration > Resources > District Information > State District Number Section.serviceDistrict

Elements	Description	Interface Location
Serving School	The state-assigned School number that identifies the school, center, program or placement that provided the course. The Serving School reports from the Serving Division-School field on the section if it is populated. If it is not populated, Campus checks the Serving Division-School on the Course. If both Course and Section are blank, Serving School reports from the School Numbers where the course occurs. *Numeric, 4 digits*	Scheduling > Courses > Section > Serving Division-School Scheduling > Courses > Serving Division-School OR System Administration > Resources > School > State School Number Section.serviceDistrict
Local Provider ID	Reports the locally-defined identification number that is unique within the division. *Alphanumeric, 20 characters*	Census > People > Demographics > Local Staff Number person.staffNumber
Number of Students in Co-op Program	The number of Co-op students overseen by the local provider during the school year. If the course has a Type of **J**, reports the number of students scheduled into the course. *Numeric, 2 digits*	If Scheduling > Courses > Course > Type: CO, calculates from Scheduling > Courses > Roster
Avg. # of Minutes	The average number of minutes a teacher is working with Co-op students. *Numeric, 3 digits*	If Scheduling > Courses > Course > Type: CO, calculates from Scheduling > Courses > Section > Section Placement and System Administration > Calendar > Calendar > Days

K Records Interdisciplinary Connection

Elements	Description	Campus Location
Record Type	The type of record being generated. In this case, reports as **K**. *Alphanumeric, 1 character*	Not dynamically stored

Elements	Description	Campus Location
Serving Division	The state-assigned Division number that identifies the division, center or agency. *Numeric, 3 digits*	Scheduling > Course> Section > Serving Division-School OR Sys Admin > Resources > District Information > State District Number Section.serviceDistrict
Serving School	The state-assigned School number that identifies the school, center, program or placement. *Numeric, 4 digits*	Scheduling > Course> Section > Serving Division-School OR Sys Admin > Resources > School > State School Number Section.serviceDistrict
Section ID	Reports the locally-defined number that identifies a particular section of a course. When coupled with the division and school, Section ID creates a unique identifier for the section. • The Section ID reports with the following combination: D + District Number-School Number-Course Number-Section Number **Example**: D014-1234-123456789-123 • When reporting the record for the section with the Interdisciplinary Connected Section textbox populated, Campus reports the SectionID of that section. • When reporting the record for the section with the matching SectionID from the Interdisciplinary Connected Section textbox, Campus reports the SectionID of the matching section. *Alphanumeric, 30 characters*	Scheduling > Courses > Section > Section ID Section.number

Elements	Description	Campus Location
Connected Section ID	A locally defined number that identifies a particular section of a course. When coupled with the division and school, Section ID creates a unique identifier for the section. • When the Interdisciplinary Connected Section data begins with a letter, Campus reports Interdisciplinary section data as is. • When the Interdisciplinary Connected Section data begins with a number, Campus reports the Interdisciplinary section data with the same combination as the Section ID logic but uses the Interdisciplinary Connected Section as the Section ID: D + District Number-School Number-Course Number-Interdisciplinary Section. • When reporting the record for the section with Interdisciplinary Connected Section textbox populated, Campus reports from the Interdisciplinary Connected Section textbox on the section/the matching section's ID. • When reporting the record for the section with the matching SectionID from the Interdisciplinary Connected Section textbox, Campus reports the SectionID of the section where the matching Interdisciplinary Connected Section textbox is populated *Alphanumeric, 30 characters*	Scheduling > Courses > Section > Interdisciplinary Connected Section OR Scheduling > Courses > Section > Section ID of section where Interdisciplinary Connected Section text box is populated Section.number
Interdisciplinary Course Title	A locally defined course title where two different SCED codes are combined to create one course. The Course Name reports when Interdisciplinary Connected Section textbox populated on the Section. The Course Name of the Section reports when the record for sections of the Local Course Number with the matching SectionID from the Interdisciplinary Connected Section textbox is reported. *Alphanumeric, 50 characters*	Scheduling > Courses > Course > Name Course.name

Footer Records

Element Name	Description	Type, Format and Length
Total Records	The total number of records in the entire file.	Numeric

Previous Versions

Master Schedule Report (Virginia) [.2203 - .2239]