



# **ALABAMA STATE DEPARTMENT OF EDUCATION**

## **STUDENT MANAGEMENT SYSTEM DATA CODE MANUAL AND USERS GUIDE**

**2016-2017 School Year**

September 20, 2016

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## Section 1: Student Demographics

This section will list the demographic code sets that are currently used in the student management system that are to be reported to the State Department of Education (SDE).

### 1.1: Student Gender (Locked)

M = Male or F = Female. There is no default.

*Gender* codes are used for the following records: Students, Contacts, Staff and People.

Description	State Code
Male	M
Female	F

### 1.2: Student Ethnicity

Every student must be assigned an ethnicity code AND a race code.

CODE	DESCRIPTION	CODE
0	Not Hispanic	0
1	Hispanic	1

All students must be identified based on federal regulations as either Hispanic origin or non-Hispanic. This entry is separate from the entry of the student's race.

**For more details, see appendix page 38.**

### 1.3: Student Race

The following code set is used in the state of Alabama based on federal regulations: More than one of the following codes may be chosen if appropriate.

American Indian or Alaskan Native	I
Asian	A
Black or African American	B
Native Hawaiian or Pacific Islander	P
White	W

Parents are the preferred source of identifying the race of an elementary school student. Middle and high school students are encouraged to self-identify their own race and ethnicity. If a parent or student refuses to

identify either the ethnicity or race of a student, then the burden to identify the race and ethnicity falls on the school and system personnel.

### 1.4: Grade Level (Locked)

Grade Level codes are used for the following records:

- Student
- Transcript
- Valid Course
- Master Schedule

Note: It is only necessary to enter the grade levels serviced in the district.

Description	State Code
Preschool Age 2	97
Preschool Age 3	98
Preschool Ages 4 & 5	99
Kindergarten	00
1 <sup>st</sup> Grade	01
2 <sup>nd</sup> Grade	02
3 <sup>rd</sup> Grade	03
4 <sup>th</sup> Grade	04
5 <sup>th</sup> Grade	05
6 <sup>th</sup> Grade	06
7 <sup>th</sup> Grade	07
8 <sup>th</sup> Grade	08
9 <sup>th</sup> Grade	09
10 <sup>th</sup> Grade	10
11 <sup>th</sup> Grade	11
12 <sup>th</sup> Grade	12

### 1.5: Homeless Status (Locked)

Description	State Code
Shelters/Transitional	1
Doubled Up	2
Unsheltered	3
Hotels/Motels	4

## 1.6: Level of English Proficiency (LEP) (Locked)

DESCRIPTION	CODE
Not Limited English Proficient (LEP)	0
LEP1: LEP student who is in first academic year in a United States school.	1
LEP2: LEP student who is in second academic year or more in a United States school	2
FLEP1: Student has exited the LEP program and is in his/her first year of monitoring.	3
FLEP2: Student has exited the LEP program and is in 2nd year of monitoring.	4
FLEP: Student has exited the LEP program and is no longer monitored	5
Waived Title III Services	6
NOM PHLOTE—National origin minority student whose primary home language is not English	7
FLEP3—Student has exited LEP Program and is in 3 <sup>rd</sup> year of monitoring.	8
FLEP4—Student has exited LEP Program and is in 4 <sup>th</sup> year of monitoring.	9

Description	State Code
Limited Formal Schooling	1
No Formal Schooling	2

## 1.7: Immigrant

Immigrant denotes any child age 3 through 21 not born in any State and has not been attending one or more schools in any one or more States for more than three full academic years. They can only be counted as immigrant for the first 3 academic years.

Description	State Code
Yes	1

Description	State Code
Limited Formal Schooling	1
No Formal Schooling	2

### 1.8: Migrant (Locked)

Description	State Code
Yes	1

### 1.9: Immunization Type

Description
DTP
IPV, OPV
HIB
Measles
Mumps
Rubella
Varicella
HepA
HepB
HPV
MCV
PCV
ROT
Tdap

### 1.10: Language (Locked)

Name	State Code
English	001
Spanish	002
Vietnamese	003
Korean	004
Arabic	005
Laotian	006
Cambodian	007
Russian	008
Japanese	009
French	010

<b>Name</b>	<b>State Code</b>
Portuguese	011
Tagalog	012
Other Language	013
Achi	131
Afghan	014
African	015
Afrikaans	016
Akateko	017
Albanian	018
American Sign Language	019
Amharic	020
Anyehth	021
Armenian	022
Asian	023
Asian (Spanish)	024
Badaga	025
Bandi	026
Bassa	027
Bemba	028
Bengali	029
Berber	030
Bosnian	031
Bulgarian	032
Burmese	033
Cantonese	034
Cebuano	035
Chichewa	036
Chinese	037
Chu	038
Creole (French)	039
Czech	040
Danish	041
Dari	042
Dutch	043
Dzongkha	044
Ebo	045
Ewe	046
Farsi	047
Filipino	048
Finnish	049
Fulani	050
German	051
Greek	052
Gujarati	053
Hebrew	054
Hindi	055
Hmong	056



<b>Name</b>	<b>State Code</b>
Hokkien	057
Hungarian	058
Ibo	059
Icelandic	060
Ilocano	061
Indian	062
Indonesian	063
Iranian	064
Italian	065
Jamaican Creole	066
Kalenjin	067
Kanjobel	068
Kannada	069
Karachi	070
Khmer	071
Kikuya	072
Kirundi	073
Kiswahali	074
Konkani	075
Kuman	076
Kunama	077
Latvian	078
Liberian	079
Lingala	080
Lithuanian	081
Macedonian	082
Malayalam	083
Malaysian	084
Mam	085
Mandarin Chinese	086
Mandigo	087
Marathi	088
Marshakse	089
Marshallese	090
Maya	091
Mende	092
Mestico	093
Micronese	094
Mien	095
Mixtec	096
Nepali	097
Nigerian	098
Norwegian	099
Pampango	100
Pashto	101
Pohnpei	102
Pohnpeian	103

Name	State Code
Polish	130
Punjabi	104
Quiche	105
Romanian	106
Shona	107
Sinhalese	108
Slovakian	109
Somali	110
Sudanese	111
Swahili	112
Swedish	113
Taiwanese	114
Tamil	115
Tarasco	116
Telugu	117
Thai	118
Tigrinay	119
Toga	120
Turkish	121
Turkmen	122
Ukrainian	123
Ukranian	124
Urdu	125
Visayen	126
Woloff	127
Yoruba	128
Yugoslavie	129

### 1.11: Meal Status- Lunch (Locked)

DESCRIPTION	CODE	ALSDE Will Report As
Free	1	1
Reduced	2	2
Fully Paid	3	3
Free Based on Direct Certification (SNAP)	4	1
Free Based on Direct Certification (TANF)	5	1
Free Based on Direct Certification (FDPIR)	6	1
Free Based on Direct Certification (Foster)	7	1
Free Based on Direct Certification (Extended Eligibility - SNAP)	8	1
Free Based on Direct Certification (Extended Eligibility - TANF)	9	1
Free Based on Direct Certification (Medicaid)	10	1
Free Based on Direct Certification (SCHIP)	11	1

DESCRIPTION	CODE	ALSDE Will Report As
Free Based on Homeless Designation	12	1
Free Based on Migrant Designation	13	1
Free Based on Runaway Designation	14	1
Free Based on Foster County DHR Foster Letter	15	1
Parent Declined Services, Changed to Paid	20	3
DC App, Income Reduced	21	2
DC App, Income Free	22	1

### 1.12: Transportation Code (Locked)

Description	State Code
Non-Transported	NT
Transported	T

## Section 2: Enrollment

### 2.1: Enrollment Code (Locked)

Name	Description	Classification	State Code
Entry	Regular enrollment	E	E
<i>E97</i>	Enrollment, existing student - communication interruption with state	E	<i>E97</i>
<i>E98</i>	Enrollment, new student - communication interruption with state	E	<i>E98</i>
<i>E99</i>	Student enrollment – student currently enrolled in another school	E	<i>E99</i>
Reentry	Re-enrollment	R	R
Withdrawal	Regular withdrawal	W	W
<i>W97</i>	Withdrawal - communication interruption with state	W	<i>W97</i>

**Note:** These are system enrollment codes. These codes do not need to be created by the user.

## 2.2: Enrollment Reason (Locked)

Name	Code	State Code	Class
Resident Enrollment	E1	E	E, R
Enrollment Pending E97*	E97	E97	E, R
Enrollment Pending E98*	E98	E98	E, R
Enrollment Pending E99*	E99	E99	E, R
Withdrawal Pending W97*	W97	W97	W
<del>Failed HS Grad Exam</del>	<del>D01</del>	<del>D01</del>	<del>W</del>
Academic Difficulties	D02	D02	W
Marriage	D03	D03	W
Pregnancy	D04	D04	W
Employment	D05	D05	W
Physical Illness	D06	D06	W
Language Difficulty	D07	D07	W
Dislike of School Experience	D08	D08	W
Needed at Home	D09	D09	W
Parental Influence	D10	D10	W
Relations, Student/Staff	D11	D11	W
Relationship, Fellow Students	D12	D12	W
Entered Military Service	D13	D13	W
Behavior Problem	D14	D14	W
Other Known Reason	D15	D15	W
Reason Unknown	D16	D16	W
Non-Return in Fall	NS1	NS1	N
Transfer in System – Public School	WA1	WA1	N, W
Transfer in System – Private School	WA2	WA2	N, W
Transfer in System – Church or Home School	WA3	WA3	N, W
<del>Transfer in school – grade change</del>	<del>WA4</del>	<del>WA4</del>	<del>W</del>
<del>Transfer in school – Homeroom change</del>	<del>WA5</del>	<del>WA5</del>	<del>W</del>
Transfer in state – public school	WB1	WB1	N, W
Transfer in state – private school	WB2	WB2	N, W
Transfer in state – church or home school	WB3	WB3	N, W
Transfer Out of State	WC1	WC1	N, W
<del>Withdrawn in order to complete an Approved GED Program</del>	<del>WD1</del>	<del>WD1</del>	<del>W</del>
Deceased	WD2	WD2	N, W
Disciplinary Action	WD3	WD3	N, W
Transferred to Youth Service	WD4	WD4	N, W
Special Services – Rehab, Mental Hospital, Treatment Center or Other Special Services Facility	WD5	WD5	N, W
Expulsion	WD6	WD6	N, W
<del>Elementary – Reason Unknown</del>	<del>WE1</del>	<del>WE1</del>	<del>W</del>
Mid-Year Graduate	WG1	WG1	N, W
School Choice - Within System – Public School	TA1	TA1	N, W

Name	Code	State Code	Class
School Choice - Within System - Private School	TA2	TA2	N, W
School Choice - Within System – Church or Home School	TA3	TA3	N, W
School Choice - Within State – Public School	TB1	TB1	N, W
School Choice – Within State – Private School	TB2	TB2	N, W
School Choice – Within State – Church or Home School	TB3	TB3	N, W
Parent Placed – Special Services – Rehab, Mental Hospital, Treatment Center or Other Special Services Facility	PD5	PD5	N, W
School Choice – Special Services – Rehab, Mental Hospital, Treatment Center or Other Special Services Facility	TD5	TD5	N, W

**\*E97, E98, E99, and W97 are system enrollment reasons. These codes do not need to be created.**

### Section 3: Student Exit Codes

This section includes state codes, definitions, and examples for coding events in which a student exits school.

#### 3.1: Standard Withdrawal Codes

WITHDRAWAL EVENT	CATEGORY	Code
Transfer Within System (Public School)	W	WA1
Transfer Within System (Private School)	W	WA2
Transfer Within System (Church School or Private Tutor)	W	WA3
Transfer Within State (Public School)	W	WB1
Transfer Within State (Private School)	W	WB2
Transfer Within State (Church School or Private Tutor)	W	WB3
Transfer Out of State / Out of Country	W	WC1
Deceased	W	WD2
Disciplinary Action	W	WD3
Transferred to Youth Service	W	WD4
Transferred to Special Services - Rehab, Mental Hospital or other Special Services Facility	W	WD5
Expelled Student	W	WD6
Mid-Year Graduate	W	WG1

### 3.2: Standard Dropout Codes

Reason / Event	Code
Academic Difficulties	D02
Marriage	D03
Pregnancy	D04
Employment	D05
Physical Illness – Not Deemed Legitimate	D06
Language Difficulty	D07
Dislike of School Experience	D08
Needed at Home	D09
Parental Influence	D10
Student Staff Relations	D11
Relationship with Fellow Students	D12
Entered Military Service	D13
Behavior Problem	D14
Other Known Reason	D15
Reason Unknown	D16

For more information concerning dropouts, refer to Appendix, page 32.

### 3.3: Standard Exit or Completion Codes

Description	Code
Not Applicable to Student – i.e., Not in Grade 11 or 12	00
Graduate – Alabama High School Diploma	01
Graduate – Alabama High School Diploma with Advanced Endorsement	02
Non-Graduate – Exited with a Document Other Than a Diploma - Special Education – Graduation Certificate	04
Graduate– Special Education – Alabama Occupational Diploma	05
Graduate – Alabama High School Diploma with Career Tech Endorsement	06
Graduate – Alabama High School Diploma with Advanced Career Tech Endorsement	07
NO LONGER A VALID OPTION	08
Non Graduate - Exited with a document other than a diploma – GED	09
Non Graduate – Foreign Exchange – This is a foreign exchange student who is not working toward an Alabama high school diploma and does not count in determining graduation rate.	10
Non Graduate – Retained in 12 <sup>th</sup> Grade (Special Education ONLY)	11
Non Graduate – Failed to complete all credit requirements	12
Graduate – Alabama High School Diploma with Advanced Academic and Advanced Career Tech Endorsements	14

### 3.4: Special Ed Exit Reason (Locked)

Description	State Code
Died	E
Dropped Out	G
Graduated w/ Regular High School Diploma	B
Moved, Known to be Continuing	F
Reached Maximum Age	D
Received a Certificate	C
Transferred to Regular Education	A

### Section 4: Attendance—Absence Reasons

Description	State Code
Skipping	@@@
Expulsion	D
In School Suspension	ISS
Suspended	S
Tardy Excused	T
Tardy Unexcused	TU
Unexcused Absence	U
Excused Absence	E

### Section 5: Student Incident Reporting

#### 5.1: Discipline Locations (Locked)

Name	Description	Code	State Code
Off Campus	Off Campus, Not Sponsored	OFF	1
On Campus	On Campus, Not Sponsored	ON	0
In Transport	In Transport, Not Sponsored	TRANS	2
Off Campus, Sponsored	Off Campus, School-Sponsored Event	OFFS	3
On Campus, Sponsored	On Campus, School-Sponsored Event	ONS	4
In Transport, Sponsored	In Transport, School-Sponsored Event	TRSS	5

## 5.2: Infractions

Any local infraction may have a local code in the Code field. However, in the State Code field, S99 is to be entered.

Description	State Code	Export
Alcohol Possession	S01	SIR
Alcohol Sale	S02	SIR
Alcohol Use	S03	SIR
Arson	S04	SIR
Assault	S05	SIR
Bomb Threat	S06	SIR
Burglary	S07	SIR
Criminal Mischief	S08	SIR
Defiance	S09	SIR
Disobedience	S10	SIR
Disorderly Conduct	S11	SIR
Disruptive	S12	SIR
Drugs, Possession	S13	SIR
Drugs, Sale	S14	SIR
Drugs, Use	S15	SIR
Unauthorized Communication Device	S16	SIR
Fighting	S17	SIR
Fire Alarm Abuse/Tampering	S18	SIR
Gambling	S19	SIR
Harassment	S20	SIR
Homicide	S21	SIR
Inciting a Disturbance	S22	SIR
Kidnapping	S23	SIR
Theft/Larceny	S24	SIR
Theft/Motor Vehicle	S25	SIR
Profanity/Vulgarity	S26	SIR
Robbery	S27	SIR
Sexual Battery	S28	SIR
Sexual Harassment	S29	SIR
Sexual Offenses, Other	S30	SIR
Threat/Intimidation	S31	SIR
Tobacco, Possession	S32	SIR
Tobacco, Sale	S33	SIR
Tobacco, Use	S34	SIR
Trespassing	S35	SIR
Unauthorized Absence	S36	SIR
Handgun, Possession	S37	SIR
Handgun, Sale	S38	SIR
Handgun, Use	S39	SIR
Rifle/Shotgun, Possession	S40	SIR
Rifle/Shotgun, Sale	S41	SIR



Description	State Code	Export
Rifle/Shotgun, Use	S42	SIR
Firearm Component, Possession	S43	SIR
Firearm Component, Sale	S44	SIR
Firearm Component, Use	S45	SIR
Explosive/Poison Gas, Possession	S46	SIR
Explosive/Poison Gas, Sale	S47	SIR
Explosive/Poison Gas, Use	S48	SIR
Other Weapon, Possession	S49	SIR
Other Weapon, Sale	S50	SIR
Other Weapon, Use	S51	SIR
Knife, Possession	S52	SIR
Knife, Sale	S53	SIR
Knife, Use	S54	SIR
Other/Unknown Weapon, Possession	S55	SIR
Other/Unknown Weapon, Sale	S56	SIR
Other/Unknown Weapon, Use	S57	SIR
Other Incident	S58	SIR
Local Use	S99	SIR

### 5.3: Discipline Dispositions

Description	State Code
Suspended/Out of School	SIR1
Alternative Placement	SIR2
Expelled	SIR3
Expelled/Services Provided	SIR4
Officer Suspension/Out of School	SIR5
Alternative Setting - Special Ed	SIR6
Corporal Punishment	SIR7
Expelled/Permanent	SIR8
Officer Suspension/Alternative School	<del>SIR9</del> (Do Not Use)
Officer Suspension/Alternative Spec Ed	<del>SIR10</del> (Do Not Use)
Suspended/In School	SIR11
Suspended/Pending	SIR12
Parent Notified	<del>SIR13</del> (Do Not Use)
Police Notified	<del>SIR14</del> (Do Not Use)

**SIR 1 Suspended/Out of School** – For all students, this includes instances in which a student is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home). It does not include suspension for less than one complete day, alternative school program, and/or reassignment to another education program or class where the student will receive instruction under the supervision of the local education agency. **For students with disabilities**, this includes both removals in which no IEP services are

provided because the removal is ten days or less as well as removals in which the child continues to receive services according to his/her IEP while suspended. Reporting should be in whole days only.

**SIR 2 Alternative Program/School** - This disposition area is generally used for regular education students. **For students with disabilities**, instances of discipline action (except for drugs, weapons, and/or serious bodily injury) leading to assignment to an alternative program or school should also be coded here. Students with disabilities that are placed in an interim alternative educational setting (e.g., alternative school/program) for instances of drugs, weapons, and/or serious bodily injury should not be reported in this disposition area (See SIR 6).

**SIR 3 Expulsion** – This disposition area is generally used for regular education students. This is an action authorized by the LEA whereby the student is usually removed from the school or system for an extended period of time. Only the local board of education may expel a student. In order to return to school, the student must follow the local board of education procedures. When reporting, do not include students who have been recommended for expulsion but have not been expelled because of disability, an intervening court order, delays in the process, or any other reason. Expulsion does not mean moving a student from a regular program in one school to a regular program in another school.

**SIR 4 Expulsion (Services Provided)** - This disposition area is generally used **for students with disabilities** when an action is taken by the LEA to remove a student from his/her regular school for disciplinary purposes for one year or less in accordance with LEA policy, and the student continues to receive special education services. Include removals resulting from violations of the *Gun-Free Schools Act* that are modified to less than 365 days.

**SIR 5 Removal by a Hearing Officer** – For regular education students this disposition area is used in those instances in which a local due process officer orders the removal of a student from his/her current educational placement to an appropriate alternative educational setting. **For students with disabilities**, this disposition area is used only in those instances in which an Alabama State Department of Education (ALSDE)-assigned impartial due process hearing officer (as a result of a request to the ALSDE for a due process hearing) orders the removal of a student from his/her current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer’s determination that maintaining the child’s current placement is substantially likely to result in injury to the child or others.

**SIR 6 IAES (Interim Alternative Education Setting)** – **For students with disabilities**, this disposition area is used in instances in which school personnel order the removal of a student with disabilities from his/her current educational placement to an appropriate interim alternative educational setting for not more than 45 school days. The IEP team is responsible for determining the interim alternative educational setting. **ONLY CODE** students removed for instances of drugs, weapons, and/or serious bodily injury. Removals **DO NOT** include decisions by the IEP team to change a student’s educational placement. This would be a change in LRE placement, not a disciplinary removal.

**SIR 7 Corporal Punishment**

**SIR 8 Permanent Expulsion** – (Regular education use only)

~~**SIR 9 – DO NOT USE**~~

~~**SIR 10 – DO NOT USE**~~

**SIR 11 In-School Suspension** – Use this disposition in instances in which a student is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

**SIR 12 Pending Due Process Hearing** – Use this disposition as a temporary disposition in any instance where the student is awaiting the completion of a due process hearing by the **local** board of education and a final disposition given. For example, this would be used as a temporary disposition for violations related to the *Gun-Free Schools Act*.

**SIR 13 DO NOT USE**

**SIR 14 DO NOT USE**

Please remember the following rules:

**Incidents resulting in an ALSDE-defined disciplinary action must be reported** - An ALSDE-defined disciplinary action for a participant in a given incident should initiate the development of an incident report. This includes a report for all participants (i.e., victim, perpetrator, unknown). ALSDE-defined disciplinary actions include an official report made to law enforcement officials, out-of-school suspension, expulsion, corporal punishment, placement in an alternative program, in-school suspension, or interim educational placement of a special education student (unilateral removal of a special education student who might injure self or others).

**Incidents on campus that result in an ALSDE-defined disciplinary action are to be reported** - All incidents resulting in an ALSDE-defined disciplinary action and occurring on a school campus, 365 days a year and 24 hours a day, are to be reported even if a student is not involved or the offender is unknown. Incidents from career/technical programs should be included if these programs are designed for Grades K-12.

**Incidents on transportation provided by the local education agency that result in an ALSDE-defined disciplinary action are to be reported** - All incidents resulting in an ALSDE-defined disciplinary action and occurring on transportation provided by the local board of education are to be reported. This includes bus transportation to and from school or school-related activities. It also includes transportation services provided by the local education agency regardless of whether the vehicle is publicly or privately owned.

**Incidents are not to be reported at bus stops unless they occur when the bus is at the stop.**

**Incidents at off campus, school-sponsored events that result in an ALSDE-defined disciplinary action are to be reported when a student is involved** - All incidents resulting in an ALSDE-defined disciplinary action and occurring at a school-sponsored event off campus are to be reported if a student is involved either as a victim or perpetrator. ***If a student is not involved, do not report the incident to the ALSDE.*** If two schools are involved in an off-campus activity, the host school (the school sponsoring the off-campus event or activity) is responsible for reporting the incident under its school number. The host school will report any student incident participant from another school as a nonstudent. If the student's offense results in an ALSDE-defined disciplinary action at the student's home school (the school where the student is enrolled), the student's home school also must submit an incident report. The home school (the school where the student is enrolled) will report incidents involving students who participated in a district, regional, or state activity and whose conduct resulted in ALSDE-defined disciplinary action.

The presence of alcohol, drugs, and weapons should always be reported and, when appropriate, coded if the incident is gang-related or appears to be motivated by hate - This category refers to factors that were present or contributed to the incident but were not the main offense. Secondary factors include alcohol, drugs, gangs, hate crimes, and weapon(s). Therefore, if any of these elements were present during the incident but were not the main offense committed during the incident, they should be reported as secondary-related factors. (Example: If alcohol is the main offense, code *Alcohol* as the incident type. If the presence of alcohol is a contributing factor but not the main offense, code *Alcohol* as a secondary-related factor.)

For more information concerning Student Incident Reporting, refer to Appendix, page 35.

## Section 6: Scheduling—Staff Classification, Staff Role, and Class Type

### 6.1: Staff Classification

Description	State Code
Administrator	A
Counselor	C
Other	O
Support	S
Teacher	T

### 6.2: Staff Role (Locked)

DESCRIPTION	EXPLANATION	CODE
<b>1<sup>st</sup> Primary Teacher in Classroom</b>	Teacher who provides primary instruction to class in subject[s] taught during class period – requires HQT endorsement	<b>R10</b>
<b>2<sup>nd</sup> Primary Teacher in Classroom</b>	Teacher who provides primary instruction to class in subject[s] taught during class period – requires HQT endorsement	<b>R20</b>
<b>Special Education Collaborative Teacher</b>	Teacher who assists primary teacher by providing help to special education students in a general education classroom – needs collaborative teacher endorsement but does not need subject-area HQT endorsement	<b>R30</b>
<b>ELL Collaborative Teacher</b>	Teacher who assists primary teacher by providing help to ELL students in a general education classroom –does not need subject-area HQT endorsement	<b>R31</b>

DESCRIPTION	EXPLANATION	CODE
<b>Distance Learning Facilitator</b>	Teacher or aide who facilitates class in a distance learning setting by taking roll, maintaining order, and executing other such supervision functions	<b>R40*</b>
<b>Classroom Resource Teacher</b>	A teacher who provides supplemental assistance to the primary teacher	<b>R50</b>
<b>Part-Time Adjunct Instructor</b>	A teacher employed on a half-time basis or less who provides primary instruction in Grades 7-12 subject[s] other than special education or in Grades P-12 subjects of fine arts, languages other than English, and physical education. The teacher must hold any applicable business and industry certification(s) and work under the guidance of a mentor who will be designated as the teacher of record.	<b>R55</b>
<b>Long-Term Substitute</b>	A teacher employed on a temporary basis due to an extended absence or early departure of a regular teacher—requires HQT endorsement	<b>R60</b>
<b>Dual Enrollment Instructor</b>	A teacher employed by either the LEA, post-secondary institution, or both who is awarding both secondary and post-secondary credit for coursework	<b>R70</b>
<b>Dual Enrollment Facilitator</b>	Used as a place holder for college or university instructor for dual enrollment classes or for person responsible for obtaining student grade	<b>R80*</b>
<b>Special Assignment Non-Classroom</b>	Used as a place holder for personnel to account for scheduling office assistants, library assistants, study hall, and other non-classroom assignments	<b>R90</b>
<b>Special Assignment Academic</b>	Used as a place holder for personnel to account for scheduling office assistants, library assistants, study hall, and other classroom assignments	<b>R95</b>

**\*These staff roles do not require these staff to hold certification**

**Role 10 is the only role invalid for additional teachers (subject to other defined business rules).**

**See Chart on Appendix page 40.**

### 6.3: Class Type

DESCRIPTION	CODE
Standard Class Taught by Teacher in Classroom	<b>C10</b>
Credit Recovery	<b>C15</b>
Distance Learning Class – ACCESS – WEB-based (Including ACCESS credit recovery)	<b>C20</b>
Distance Learning Class – ACCESS – Receive IVC*	<b>C30</b>
Distance Learning Class – ACCESS – Send IVC*	<b>C40</b>
Distance Learning Class – Receive IVC* Within LEA	<b>C50</b>
Distance Learning Class – Web-based, LEA-purchased (Vendor Provided Instructor)	<b>C60</b>
Distance Learning Class—Web-based LEA purchased (LEA Provided Instructor)	<b>C65</b>
Distance Learning Class – Dual Enrollment Class Taken From a College or University	<b>C70</b>
Dual Enrollment Class Taken From a College or University	<b>C80</b>
Career Tech Dual Enrollment Class Taken From a Postsecondary Institution	<b>C90</b>
Non-Academic Special Assignment	<b>C95</b>
Academic Special Assignment - Used to account for teachers who provide services to speech or hearing impaired students or remove students from the classroom to assist them or serve as reading or math coaches	<b>C96</b>

**\*IVC – Interactive Video Conference**

**See Chart on Appendix page 40.**

The following rule applies to Class Type: The only situation in which the STI employee type should be interfaced with the LEAPS extract is if the class type = '10', then the STI employee type should be a teacher.

## Section 7: Special Education

## 7.1: Primary Exceptionality

### Special Education Exceptionality Code and Descriptions

Description	Code
Autism	<b>AUT</b>
Deaf-Blindness	<b>DB</b>
Developmental Delay	<b>DD</b>
Emotional Disturbance [old] Emotional Disability [Current]	<b>ED</b>
Gifted	<b>GT</b>
Hearing Impairment	<b>HI</b>
Intellectual Disability	<b>ID</b>
Mental Retardation- [Historical]	<b>MR</b>
Multiple Disabilities	<b>MD</b>
Orthopedic Impairment	<b>OI</b>
Other Health Impairment	<b>OHI</b>
Specific Learning Disability	<b>SLD</b>
Speech or Language Impairment	<b>SLI</b>
Traumatic Brain Injury	<b>TBI</b>
Visual Impairment	<b>VI</b>

## 7.2: Special Ed Status (Locked)

Description	State Code
Active	<b>Active</b>
Inactive	<b>Inactive</b>
Referred	<b>Referred</b>

### 7.3: Least Restrictive Environment (LRE) (Locked)

Description	Code
100%-80% of the Day Inside the Regular Education Environment	01
79%-40% of the Day Inside the Regular Education Environment	03
Less than 40% of the Day Inside the Regular Education Environment	04
Private School (Parentally Placed)	05
Separate School-Public Day School > 50% of the Day	06
Separate School-Private Day School > 50% of the Day	07
Homebound	08
Hospital	09
Public Residential School > 50% of the Day	10
Private Residential School > 50% of the Day	11
Home-Not Attending a Special Education Program or Regular Early Childhood Program or Kindergarten	14
Residential Facility-Attending a Special Education Program/Not Attending Regular Early Childhood Program or Kindergarten	16
Separate School-Attending a Special Education Program/Not Attending Regular Early Childhood Program or Kindergarten	17
Separate Class-Attending a Special Education Program/Not Attending Regular Early Childhood Program or Kindergarten	18
Service Provider Location-Not Attending a Special Education Program or Regular Early Childhood Program or Kindergarten	19
Regular Early Childhood Program At Least 10 Hours Per Week Receiving Majority of Special Education Services in the Regular Early Childhood Environment	20
Regular Early Childhood Program At Least 10 Hours Per Week Receiving Majority of Special Education Services in Other Location	21



Description	Code
Regular Early Childhood Program < 10 Hours Per Week Receiving Majority of Special Education Services in the Regular Early Childhood Environment	22
Regular Early Childhood Program< 10 Hours Per Week - Receiving Majority of Special Education Services in Other Location	23
Short-Term Detention (Community or Residential) or Correctional Facility	40

## Section 8: Federal Programs

### 8.1: Title I Schools

Description	Code
School-wide Participation in Title I Program	S
Targeted Assistance School – Participation by Eligible Student Only	T
Not a Title I School	N

### 8.2: Limited English Proficiency

See Section 1.0 Student Demographics

## Section 9: Custom Fields

### 9.1: Custom Fields – Student

Category	Name	Type	Length	Valid Values/State Codes	Default	Export
Billing	Billing Status	List		Active = A, Inactive = I		
Billing	Auto Billing	List		Disabled = D, Enabled = E		
Federal	Verified for Current School Year	Yes/No				
Federal	Targeted Assistance	Yes/No				
Federal	Served By	List		1—Title 1 2—McKinney-Vento Grant		

Category	Name	Type	Length	Valid Values/State Codes	Default	Export
Personal	Athlete	Yes/No			No	
Personal	Advanced Diploma	Yes/No			No	SDE
Personal	Age Equivalency	Text	2		Blank	DAISI
Personal	Career Advanced	Yes/No			No	SDE
Personal	Career Tech	Yes/No			No	SDE
Personal	21 <sup>st</sup> CCLC	Yes/No			No	SDE
Personal	Learn and Serve	Yes/No				
LEP	ELL No Formal Schooling	Yes/No		01	No	
LEP	LEP Waived Title III Services	Yes/No		02	No	
Personal	Nom Phlote—Moved to LEP	Yes/No		Moved to LEP	No	SDE
Personal	CEIS Date	Date			Blank	DAISI
Personal	Immigrant No Formal School	Yes/No			No	SDE
Personal	Other Educational Barrier	Yes/No			No	SDE
Personal	Resident District	Text	5		Blank	DAISI
Personal	Single Parent	Yes/No			No	SDE
Personal	Approved Four-Year Plan	Yes/No				
Title 1	School-Wide	Yes/No				SDE
Title 1	Language Arts Reading	Yes/No			No	SDE
Title 1	Mathematics	Yes/No			No	SDE
Title 1	Other	Yes/No			No	SDE
Title 1	Science	Yes/No			No	SDE
Title 1	Social Studies	Yes/No			No	SDE
Title 1	Vocational	Yes/No			No	SDE
Title 1	Health/Dental/Eyecare	Yes/No				SDE

Category	Name	Type	Length	Valid Values/State Codes	Default	Export
Title 1	Supporting Guidance/Advocacy	Yes/No				SDE
Title 1	Other ISS	Yes/No				SDE
Foreign Exchange	Diploma Status	List		10-Non Foreign Exchange Student  30-Foreign Exchange not Working Toward	Blank	SDE
Preschool	Head Start	List		No  Yes, 1 year  Yes, less than 1 year  Yes, more than 1 year	Blank	PreK Services and Program
Preschool	State-Funded Preschool	List		No  Yes, 1 year  Yes, less than 1 year  Yes, more than 1 year	Blank	PreK Services and Program
Preschool	Center-Based Child Care	List		No  Yes, 1 year  Yes, less than 1 year  Yes, more than 1 year	Blank	PreK Services and Program
Preschool	Home-Based Child Care	List		No  Yes, 1 year  Yes, less than 1 year  Yes, more than 1 year	Blank	PreK Services and Program
Preschool	Home Visitation Program	List		No  Yes, 1 year  Yes, less than 1 year  Yes, more than 1 year	Blank	PreK Services and Program

Category	Name	Type	Length	Valid Values/State Codes	Default	Export
Preschool	Other Preschool	List		No Yes, 1 year Yes, less than 1 year Yes, more than 1 year	Blank	PreK Services and Program
Preschool	No Preschool	List		No Yes, 1 year Yes, less than 1 year Yes, more than 1 year	Blank	PreK Services and Program

Category	Name	Type	Length	Valid Values/State Codes	Default	Export
Exit	Exit Type	List		00—Not Applicable to Student 01—HS Diploma (G) 02—HS Diploma Adv Endorsement (G) <del>03—Completed credits but failed part of the AHSGE (NG)</del> 04—Special Education Graduation Certificate (NG) 05—Occupational Diploma (NG) 06—HS Diploma CTE Endorsement (G) 07—HS Diploma Adv CTE Endorsement (G) <del>08—Alternate Adult HS Diploma (G)</del> 09—Exited Document Other Than Diploma—GED (NG) 10—Foreign Exchange Student (Not Toward Degree) 11—Retained in 12 <sup>th</sup> Grade (SpEd to 21 ONLY) (NG) 12—Failed to Complete Credit Requirements (NG) <del>13—Credit based diploma (G)</del> 14—HS Diploma Adv Academic & Adv CTE Endorsement (G)	Blank	SDE
Exit	Student Exit Interview	Date				

Category	Name	Type	Length	Valid Values/State Codes	Default	Export
Exit	Summer School Completion	List		0—Promoted 1—Regular Diploma 2—Advanced Diploma 3—Completed Other Credit 4—Cert of Completion 5—Occupational Diploma 6—Grad Career Type 7—Grad Adv Career Tech		
College & Career Ready Standards	AP Attainment	Yes/No				
College & Career Ready Standards	IB Attainment	Yes/No				
College & Career Ready Standards	ACT Attainment	Yes/No				
College & Career Ready Standards	College Credit Attainment	Yes/No				
College & Career Ready Standards	Career Tech Credential Attainment	Yes/No				
No Show	No Show Reason	List				
No Show	No Show Reason Date	Date				

## 9.2: Custom Fields—Course

Category	Name	Type	Length	Value	Export
Transcript	Core	Boolean	1	n/a	XAP Transcript

For Subject Code Sequences, see Appendix p. 38

## 9.3: Custom Fields—District

Category	Name	Type	Length	Value	Export
NCES	CRDC Part II Comment	Text	200	n/a	CRDC

## 9.4: Custom Fields—Student Schedule

Category	Name	Type	Length	Value	Export
CRDC	AP Exam Participation	Boolean	1	n/a	CRDC

## 9.5: Custom Fields—School

Category	Name	Type	Length	Value	Export
CRDC	Interscholastic Athletics	Boolean	1	n/a	CRDC
CRDC	CRDC Part II Comment	Text	200	n/a	CRDC

## Appendix

### Definition of a Dropout

The state of Alabama utilizes the Common Core of Data (CCD) definition of a dropout. The CCD is a program of the United States Department of Education's National Center for Education Statistics that annually collects fiscal and non-fiscal data about all public schools, public school systems, and state education agencies in the United States and provides an event dropout count. An event dropout count represents the number of students dropping out each year.

According to the CCD definition, a dropout is an individual who:

- Was enrolled in school at some time during the previous school year.
- Was not enrolled at the beginning of the current school year.
- Has not graduated from high school or completed a state- or system-approved education program; and does not meet any of the following exclusionary conditions: transfer to another public school district, private school, or state- or district-approved education program; temporary absence due to suspension or school-approved illness; or death.

The **status dropout rate** represents the percentage of 17- through 24-year-olds who are not enrolled in school and have not earned a high school credential (either a diploma or an equivalency credential such as a General Educational Development [GED] certificate). However, when reporting the **event dropout rate** for a school or system to the USDE, we must report all dropouts in Grades 7-12 regardless of age. Our **official dropout rate** is based on Grades 9-12.

The following statements apply for the purpose of this definition:

- The school year is the 12-month period of time from the first day of school (operationally set as October 1), with dropouts from the previous summer reported for the year and grade in which they fail to enroll.
- Individuals who are not accounted for on October 1 are considered dropouts.
- A school completer is an individual who graduated from high school or completed a state- or district-approved educational program upon receipt of formal recognition from school authorities. A state- or district-approved educational program may consist of special education and district- or state-sponsored GED preparation. These are not counted as dropouts.

Currently, we collect potential dropouts each fall as of October 1 for the previous year through the student management system, I-NOW, to include students who were coded as a dropout withdrawal during the previous school year or who were a no-show for the current year. The no-shows are held for one year to allow systems to find the students. The no-shows from the previous year plus the current dropout withdrawals are matched with enrollment across the state and any students found currently enrolled or enrolled after the dropout date in another school or system are automatically removed. **Students who are flagged as withdrawn in the summer with the proper withdrawal code will be considered as withdrawals and not as dropouts unless the withdrawal code is entered as a 'D' code.** The remaining dropouts are posted in November of each year for a two-week period on the ALSDE Accountability WEB Portal for review



and challenge by the LEAs. Dropouts in Grades 9-12 will be displayed within the Graduation Cohort Application on the Portal and will not be challenged separately as dropouts. Challenge documentation (i.e., proof that the student is in private or church school or in another state or acknowledgment that the student has returned to his/her home county is sent to the ALSDE Prevention and Support Services Section for review and determination both for challenges in the Graduation Cohort status and dropout status of a student. Those meeting the proof criteria established by the ALSDE are removed from the dropout list. Documents such as requests for transcripts or letters of enrollment are examples of documents that are accepted. Please see the Attendance Users Guide

The code used when a withdrawal is considered a dropout event is a “D Code.”. The withdrawal code used must come from the list of valid dropout codes and is used instead of a “W Code” when giving the withdrawal reason.

### Who is a Dropout?

Who is a Dropout?	Dropout Y/N	Cohort Y/N
Has not completed an approved program and left school.	Yes	Yes
Moved out of system or out of state and is not known to be in school.	Yes	Yes
Has not graduated, has not completed an approved program, or has not died, and educational status subsequent to leaving school is unknown.	Yes	Yes
Left school after passing age for which system must provide free public education.	Yes	Yes
Enrolled in an adult education program in a postsecondary school and did not complete the program by the summer of the senior year.	Yes	Yes
Is in an institution that does not offer a secondary educational program (Army, possibly Job Corps, mental health, correctional, or vocational).	Yes	Yes
Is in system and not in school and is temporarily absent because of illness which has not been verified as legitimate.	Yes	Yes
Absent because of disciplinary action and suspended or expelled and period has expired; student did not return.	Yes	Yes
Absent because of disciplinary action resulting in expulsion; no option to return.	Yes	Yes
Is in an alternative education setting (e.g., hospital/homebound instruction, special education residential, or correctional institution) and the program is <b>not approved</b> or <b>administered</b> by a system; program is classified as an adult education program.	Yes	Yes
Graduated.	No	Yes
Completed a state-approved secondary education program for students not addressing a regular diploma, graduation, or school completion requirements. [Alabama Occupational Diploma - for special education students only.]	No	Yes
Earned all required credits under an approved program and passed the GED test.	No	Yes
Has not completed an approved program, left school, and received his/her GED certificate on or before October 1.	Yes	Yes
<b>Left the United States and provided information</b> as to his/her whereabouts – must be documented evidence that student left the U. S. (such as a statement from a parent).	No	No
Transferred to and is in membership in: another public school in system or public school system, in-state.	No	No – not in Transferred

Who is a Dropout?	Dropout Y/N	Cohort Y/N
		from LEA but will be in Transferred to LEA
Transferred out-of-state.	No	No
Transferred to and is in membership in: private elementary or secondary school, in- or out-of-state.	No	No
Transferred to and is in membership in: church school.	No	No
Transferred to and is in membership in: private tutor.	No	No
Transferred to and is in membership in: two-- or four-year college.	No	No
Deceased.	No	No
Is in system and not in school and is temporarily absent because of illness that has been verified as legitimate.	No	Yes
Is in system and not in school and has a long-term absence because of illness and is receiving educational services (e.g., residential drug treatment center, severe physical or emotional illness).	No	Yes
Absent because of disciplinary action due to suspension where expulsion period not yet over.	No	Yes
Is in an alternative education setting (e.g., hospital/homebound instruction, special education residential, or correctional institution) and the program is administered by an agency considered a special school system or an extension of a regular school system.	No	Yes
Is in an alternative education setting (e.g., hospital/homebound instruction, special education residential, or correctional institution) and the program is an off-campus offering of a regular school system.	No	No

## Student Incident Reporting

Local schools/systems should enter School Incident Report (**SIR**) information electronically. It is recommended that a local school administrator be designated to complete the **SIR**. The **SIR** information will be submitted to the ALSDE on the following types of behavioral events:

**1. All offenses that result in one or more of the following ALSDE-defined disciplinary action(s):**

- a. Out-of-school suspension
- b. Expulsion
- c. An official report made to law enforcement
- d. Placement in an alternative program
- e. Placement in an interim alternative education setting (special education only)
- f. Unilateral removal of a special education student who might injure self or others
- g. Corporal punishment
- h. In-school suspension

**Note:** An ALSDE-defined disciplinary action should initiate the development of an incident report.

**2. Incidents that result in an ALSDE-defined disciplinary action and occur:**

- a. Twenty-four hours a day, 365 days a year (based on a school year not calendar or fiscal).
- b. On campus (even if a student is not involved or the offender is unknown).
- c. Off campus at school-sponsored activities if a student is involved as a victim or perpetrator.
  1. If a student is not involved, do not report the incident to the ALSDE.
  2. If two schools are involved in an off-campus activity, the host school (the school sponsoring the off-campus event or activity) is responsible for reporting the incident under its school number. The host school will report any student incident participants from another school as nonstudents.

**Exceptions:**

1. If the student's offense resulted in an ALSDE-defined disciplinary action at the student's home school (the school where the student is enrolled), the student's home school should also submit an incident report. This would result in two reports, one at the reporting school and one at the student's home school.

**Note:** If an incident occurs between students from different schools on a bus that is shared between the two schools in the same system, then both schools should report the incident with a student and non-student participant.

2. The home school (school where the student is enrolled) should report offenses that result in an ALSDE-defined disciplinary action and involve the student who participated in a district, regional, or state event.

Report incidents on transportation provided by the local board of education, including bus transportation to and from school or school-related activities. This includes transportation services provided by the local board of education regardless of whether the vehicle is publicly or privately owned. Do not report incidents at bus stops unless the bus is at the stop.

3. Address the most serious offense committed by a specific individual in a given incident. When identifying the offense to be reported, refer to the Ranking List below, or to the Ranking List Screen in

the electronic program, or to the numbers located to the right of the incident type on the printed form. The general rule is to report the offense that caused the most injury or the highest loss of property or monetary cost.

**Definitions:**

**Incident, Locally Defined:** An offense that is a violation of local board of education policy but did not result in an ALSDE-defined disciplinary action. This would **not** be reported to the ALSDE but would remain at the local level.

**Incident, Reported to Law Enforcement Officials:** The incident is reported to law enforcement officials if the School Resource Officer or some other appropriate official takes some official action on the incident such as filing a report, filing an affidavit, making an arrest, or if local law enforcement is called in whether an arrest is made or not.

**Other Offenses Resulting in an ALSDE-Defined Disciplinary Action:** Any offenses that were not enumerated in the **SIR that** were a violation of local board of education policy and resulted in one or more ALSDE-defined disciplinary action(s). (Example: *Forgery.*)

## Incident Types

**Incident types are ranked and reported according to the most serious offense:** If a participant is found to have committed several offenses in a single incident, the most serious offense will be reported as the incident type. In selecting the incident type to report, refer to the following Ranking List. **The general rule is that *the incident that caused either the most injury or the highest loss of property or monetary cost is to be reported.***

### Ranking List of Incident Types

- HOMICIDE
- SEXUAL BATTERY (INCLUDING RAPE)
- ROBBERY
- ASSAULT
- BURGLARY (BREAKING AND ENTERING)
- LARCENY/THEFT/POSSESSION OF STOLEN PROPERTY
- MOTOR VEHICLE THEFT OR UNAUTHORIZED USE OF A MOTOR VEHICLE
- KIDNAPPING
- ARSON
- DRUGS (OTHER THAN ALCOHOL OR TOBACCO)
- HARASSMENT [Note: Bullying reported here]
- SEXUAL HARASSMENT
- SEX OFFENSES (NONFORCIBLE)
- BOMB THREATS
- THREATS/INTIMIDATION (OTHER THAN BOMB)
- CRIMINAL MISCHIEF (VANDALISM)
- WEAPON
- ALCOHOL (LIQUOR LAW VIOLATIONS)
- TOBACCO PRODUCT
- TRESPASSING
- FIGHTING

- DISORDERLY CONDUCT (OTHER THAN THOSE LISTED)
- DEFIANCE OF AUTHORITY
- DISRUPTIVE DEMONSTRATIONS
- FIRE ALARM (TAMPERING WITH OR SETTING OFF)
- INCITING OTHER STUDENTS TO CREATE A DISTURBANCE
- DISOBEDIENCE —PERSISTENT WILLFUL PROFANITY OR VULGARITY
- GAMBLING
- TRUANCY/UNAUTHORIZED ABSENCE
- UNAUTHORIZED COMMUNICATION DEVICE
- OTHER MAJOR OFFENSES RESULTING IN AN ALSDE-DEFINED DISCIPLINARY ACTION

## Subject Code Sequences

The Subject Codes were divided into numbered sections in 2010. Below is a table of the series of numbers used in grade level/subject area assignments. A few of the course codes may be out of sequence due to the fact that no sequential numbers were available for use next to a particular subject area of codes. The series of code numbers had a few unused numbers between subject areas for future additional courses related to a subject area. Once a course has been retired, the corresponding code to that course may never be used again.

### **100000          Core and Elective Elementary**

Reading, Mathematics, English Language Arts, Science, Social Studies, Physical Education, Health, Technology, Arts, Languages Other Than English

### **200000          Core and Elective Secondary**

200__	English Language Arts
210__	Mathematics
220__	Science
230__	Social Studies
240__	Physical Education
250__	Health
260__	Technology/Computer
270__	Languages Other Than English
280__	Arts
290__	Driver and Traffic Safety

### **300000          English as a Second Language**

### **400000          Career and Technical Education**

400__	General Career and Technical Education Courses
410__	Cross-Walked Courses
420__	Agriculture, Food and Natural Resources
430__	Architecture and Construction

- 440\_\_ Arts, A/V Technology and Communications
- 450\_\_ Business, Management and Administration
- 460\_\_ Education and Training
- 470\_\_ Finance
- 480\_\_ Government and Public Administration
- 490\_\_ Health Science

**500000 Career and Technical Education**

- 500\_\_ Hospitality and Tourism
- 510\_\_ Human Services
- 520\_\_ Information Technology
- 530\_\_ Law, Public Safety, Corrections and Security
- 540\_\_ Manufacturing
- 550\_\_ Marketing, Sales, and Service
- 560\_\_ Science, Technology, Engineering, and Mathematics
- 570\_\_ Transportation, Distribution, and Logistics
- 580\_\_ Career and Technical Education Jobs for Alabama’s Graduates (JAG)

**600000 Special Education**

- Core Academics – Secondary, Alternate Achievement, Elementary
- Non-Core Academics – Basic Skills, Non-Core Academics

**700000 Special Education**

- Alabama Occupational Diploma

**800000 Special Assignments**

- 8011\_\_ Grades Pk-6, No Credit
- 8012\_\_ Grades Pk-6, Credit (Optional)
- 8021\_\_ Grades 6-12, No Credit
- 8022\_\_ Grades 6-12, Credit (Optional)

## Ethnicity/Race Procedure

### Please answer BOTH Question 1 AND Question 2

#### **Question 1: Is this student Hispanic/Latino (CHOOSE ONLY ONE ETHNICITY)?**

- NO**, not Hispanic/Latino
- YES**, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

\*The above question is about ethnicity, not race. No matter what you selected above, **please continue to answer the following Question 2** by marking one box to indicate what you consider your student's race to be.

#### **Question 2: What is the student's race (CHOOSE ONE OR MORE APPLICABLE CATEGORIES)?**

- AMERICAN INDIAN OR ALASKA NATIVE.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ASIAN.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- BLACK OR AFRICAN AMERICAN.** A person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- WHITE.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

## Teacher Role and Class Type Chart

### Class Type / Staff Role Combinations

YES = Acceptable Combination NO = Not an Acceptable Combination		STAFF ROLE											
		R10	R20	R30	R31	R40 *	R50	R55	R60	R70	R80 *	R90	R95
CLASS TYPE		1st Primary Teacher in Classroom	2nd Primary Teacher in Classroom	Special Education Collaborative Teacher	ELL Collaborative Teacher	Distance Learning Facilitator	Classroom Resource Teacher	Part-Time Adjunct Instructor	Long Term Substitute	Dual Enrollment Instructor	Dual Enrollment Facilitator	Special Assignment Non-Classroom	Special Assignment Academic
C10	Standard Class taught by teacher in classroom	YES	YES - 2ND TEACHER ONLY	YES - 2ND TEACHER ONLY	YES - 2ND TEACHER ONLY	NO	YES - 2ND TEACHER ONLY	YES - 2ND TEACHER ONLY	YES	NO	NO	NO	NO
C15	Credit Recovery	YES	YES - 2ND TEACHER ONLY	YES - 2ND TEACHER ONLY	YES - 2ND TEACHER ONLY	NO	YES - 2ND TEACHER ONLY	YES - 2ND TEACHER ONLY	YES	NO	NO	NO	NO
C20	Distance Learning Class - ACCESS - WEB-based (including ACCESS credit recovery)	NO	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
C30	Distance Learning Class - ACCESS - Receive IVC	NO	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
C40	Distance Learning Class - ACCESS - Send IVC	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
C50	Distance Learning Class - Receive IVC within LEA	NO	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
C60	Distance Learning Class - Web-based LEA purchased (Vendor provided Instructor)	NO	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
C65	Distance Learning Class - Web-based LEA purchased (LEA Provided Instructor)	YES	YES - 2ND TEACHER ONLY	YES - 2ND TEACHER ONLY	YES - 2ND TEACHER ONLY	NO	YES - 2ND TEACHER ONLY	YES - 2ND TEACHER ONLY	YES	NO	NO	NO	NO
C70	Distance Learning Class - Dual Enrollment Class taken from a college or university	NO	NO	NO	NO	YES	NO	NO	NO	YES	YES	NO	NO
C80	Dual Enrollment Class taken from a college or university	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	NO	NO
C90	Career Tech Dual Enrollment class taken from a postsecondary institution	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	NO	NO
C95	Non-Academic special Assignment	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO
C96	Academic special Assignment	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES

\* These staff roles do not require these staff to hold certification

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