

Legislative Class Size Collection

The Legislative Class Size Collection is a series of biannual reports collected at the end of September and end of February of each school year. The report shall be filed in a format prescribed by the Superintendent of Public Instruction and shall include the organization for each school in the local school administrative unit. This document will guide you through running each report at both the LEA and school levels as well as provide details as to what information is collected in each report.

Class Size Report

The Class Size Report is an overall collection of every class, every grade, at every school. For each class the following information is collected in this report:

- The duties of the teacher.
- The source of funds used to pay for the teacher.
- The number of students assigned to the class, including all exceptions to individual class size maximums in kindergarten through third grade that exist at that time.

Exceptions Report

The Exceptions Report is a report of classes that exceed the individual class size maximum of 23 for grades K-3. For each K-3 class that exceeds the class size maximum, the same information is reported as shown above in the Class Size Report section.

Enhancement Teachers Report

The Enhancement Teachers Report collects the following:

- Total number of program enhancement teachers in every grade, at every school.
- The course name and number for each program enhancement section being taught.
- The source of funds used to pay each program enhancement teacher.
- The number of students assigned to the class, including all exceptions to individual class size maximums in kindergarten through third grade that exist at that time.

For the purposes of this subdivision, program enhancement teachers are teachers who teach any of the following:

- Arts disciplines, including dance, music, theater, and the visual arts.
- Physical education and health programs.
- World languages.

Note: The Class Size Report and Enhancement Teachers Report are for ALL grade levels. The Exceptions Report and K-3 Average Class Size Report are for K-3 schools only. Some reports will return no information at all. This is intentional, as only data that meets the rules of each report will be collected.

K-3 Average Class Size Report

The K-3 Average Class Size Report provides an LEA-wide average class size for each grade from kindergarten through third grade in the local school administrative unit. This report collects the LEA total number ELA students per grade level, excluding Exceptional Children (EC) classes, as well as the LEA total number of ELA lead teachers per grade level.

Note: While each individual school can view its own class average totals, only the LEA-wide class size average for K-3 (only available at the District Office level) is reported to the legislature.

Running the Legislative Class Size Collect Reports

Follow these steps to run the Class Size reports for each school from the **District Office** level.

Navigation: Start Page > LEA Setup > Class Size Reports

1. Select a school from the first drop down menu.
2. Select **Class Size Report** from the second drop down menu.
3. Repeat the steps above for each report you wish to run at each school.

Dashboard Functions

Update School-Level Report Filters

North Carolina

Civil Rights Data Collection (CRDC)

Graduation Plan Requirements

Class Size Reports

2017 Class Size Report

Option	Value
Select a School	Select School
Select a Report	<div><div>✓ Select a Report</div><div>Class Size Report</div><div>Exceptions Report</div><div>Enhancement Teacher By School</div><div>K-3 Average Class Size</div></div>

Follow these steps to run the Class Size reports from the **School** level.

Navigation: Start Page > System Reports > NCDPI Reports

1. Under the Class Size header from the NCDPI Reports tab, select the report you wish to run.
2. Run all four reports to view the data that will be approved by the LEA Coordinator.

Note: Instructions for approving these reports will be provided after the financial data has been sent to PowerSchool, tentatively the week of March 5, 2018.

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