



Non Secondary Course Coding

Iowa Department of Education

Non-Secondary

- ARRA (American Recovery and Reinvestment Act) reporting requirement
- Need to link teachers to students in grades 3-8
 - Math
 - Reading
 - Language Arts
 - Science (Grades 5 and 8)
- Courses eligible for supplemental weighting must have a SCED code.

Non-Secondary

Non-Departmentalized Classroom

- Student has same teacher for science, math, reading, and language arts.
- Teacher will be linked to student through the Homeroom Teacher Folder Number data element.

Non-Secondary

Non-Departmentalized Classrooms using JMC

- The folder number of the person set to ‘Advisor’ on the main student demographics page will be extracted.
 - ▣ Set the teacher to be the ‘Advisor’:
Edit - Edit Student Data
 - ▣ Enter the teacher’s folder number:
Attendance – Staff – Teachers

Attendance – Edit – Edit Student Data

Set
teacher to
be the
Advisor

The screenshot shows a software window titled "Britson, Joe Student#: 244 Grade: 1". The window is divided into several sections:

- Personal Information:** Last name (Britson), First name (Joe), Middle, Suffix, Sex (M), Grade (1), and Bldg # (109).
- Advisor:** A dropdown menu showing "Rachel K".
- Contact:** A section with a dropdown menu for "Empty Contact 1", a "Type" dropdown set to "Other", and a "Descr" field. Below these are checkboxes for "In Mailings" and "In Reports", and buttons for "Copy from another Student", "Use an Existing Contact", "Clear this Contact", and "Edit this Contact".
- Comments:** A text area for notes.
- General Tab:** A series of checkboxes for student status: Active, Attend, EASIER, Rank, Honor Roll, Gifted/Talented, Activity Participation, Early Intervening Services, and Special Considerations. It also includes fields for Birth Date, Grad Date, Username, Password, and Email.
- Identification and Tracking:** Fields for Student # (244), Soc Sec #, ID #, State ID, Locker, Combination, Bus # (0), Res (0), and Trans (0).
- Buttons and Search:** Buttons for "Print", "Schedules/Grades", "Ref #", "Hispanic-Latino No", "Hispanic-Latino Yes", "Save", and "Done". A search field at the bottom right contains the text "britson".

Edit – Edit Student Data

Free Hotmail Windows Marketplace Windows Media Windows DE Homepage

JMC INC.
STUDENT RECORD MANAGEMENT SOFTWARE

Earham Community School Earham IA 50072 2012-2013 11/28/2012 3:13:22 PM

Grade: All Find: <- -> \$

Last: Kruse	Gender: M	Primary	Type: Primary
First: Bill	Grade: 0	Contact Name	Desc:
Middle:	Kdg Group: KG	Contact Address	<input checked="" type="checkbox"/> In Mailings
Suffix:	KG Literacy Assessment:	Contact Address2	<input checked="" type="checkbox"/> In Reports
Advisor: -	2 PAT2	Contact City, State, Zip	Copy Contacts
Building #: 172	Preschool Attendance:	Contact Phone Numbers	Change Contact
JMC Building: 172 - Earham Commun	3 Yes, non-district sponsored	Contact Password	Clear
		Contact Email	

Comments:

General Special Ed Entry Title I/III ELL/LEP State Reporting Enrollment Removals Race/Ethnicity Custom Fields Photo

<input checked="" type="checkbox"/> Active	Birth Date:	Reference #: 983139172
<input checked="" type="checkbox"/> Attendance	Graduation Date:	Student ID: 202456
<input checked="" type="checkbox"/> State Report	Username:	SSN:
<input checked="" type="checkbox"/> Bank		ID #:
		State ID: 5555555555

Set teacher to be the Advisor



Attendance – Staff – Teachers/Rooms

Teachers and Rooms

Teachers

48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	Rachel Kruse
74	
75	
76	
77	
78	
79	
80	
81	

Teacher #: 73

Display Name: Rachel Kruse

Last Name: Kruse

First Name: Rachel

Username:

Password:

Email:

File Folder Number: 555666

Teacher ID: 73

Sort Priority: 1

Active

Print Teacher Demographic Data

Print Display Names / Rooms

Print Passwords / Email

Save Done

Rooms

0	COMMONS
1	RESOURCE ROOM
2	GYM
3	Rm. 108
4	
5	East
6	
7	ICN
8	Rm. 112
9	Rm. 207
10	Rm. 105
11	Rm. 206
12	Rm. 100
13	West Rm
14	Rm. 108
15	BUSINESS
16	Rm. 101
17	Rm. 303-
18	Rm. 104
19	out of school
20	SHOP
21	STUDY HALL
22	Rm. 202
23	Rm. 107
24	Rm. 204
25	Rm. 103
26	Rm. 210
27	
28	
29	Rm. 106
30	ALTERNATIVE SCH.
31	HS
32	TAG
33	

Attendance – Staff - Teachers

LINKS Free Hotmail windows Marketplace windows Media windows DE Homepage

JMC
STUDENT RECORD MANAGEMENT SOFTWARE

Earlham Community School Earlham IA 50072 2012-2013 11/28/2012 3:17:48 PM

[Print](#) [Export](#)

Edit 112						11
Edit 113						11
Edit 114	Mrs. Kruse	Kruse	Rachel		555555	11
Edit 115						11
Edit 116						11
Edit 117						11
Edit 118						11
Edit 119						11
Edit 120						12
Edit 121						12
Edit 122						12

Teacher folder number.

To add the folder number, click on *Edit* next to the teacher's name.

Non-Secondary

Non-Departmentalized Classroom using PowerSchool

- Identify the course as a homeroom course
 - ▣ Edit Course District Information page
 - ▣ D0055 This course is a homeroom course

- Enter teacher's folder number
 - ▣ Staff Information page
 - ▣ StatePrID

Edit Course District Information Page

PowerSchool School: Apple Grove High School 1
Term: 09-10 Semester 2
Logout ?

Start Page > School Setup > Courses > Edit Course District Information (Last Login: 5/5/2010 at 1:42 PM) Education, Department Of

Edit Course District Information

District | Fees | Prerequisites | Relationships | Scheduling

Label	Value
Course Name	Pre-Algebra I
Course Number	10002A
Course Name	<input type="text" value="Pre-Algebra I"/>
Alternate Course Number	<input type="text"/>
Credit Hours	<input type="text" value="1.0"/>
CIP Code	<input type="text"/> <input type="checkbox"/> Vocational Class
Program for All Sections	<input type="text"/> (if not blank overrides Section selection)

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules
- Attendance Today
- MidTerm Eligibility

Setup

- Personalize
- PowerScheduler
- School
- Staff

C0030 - ICES Course Code*	<input type="text"/> (Defaults to Alternate Course Code if not set)
C0035 - SCED Course Code	<input type="text"/>
C0045 - Course Delivery Method	(1) Face to Face ▾
C0040 - Accreditation Program Area	<input type="text"/> ▾
C0050 - Institution Providing Course	<input type="text"/> ▾ or enter District Number <input type="text"/>
C0120 - Type of Course	<input type="text"/> ▾
D0055 - This course is a homeroom course.	<input type="checkbox"/>

Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

Check box to indicate course is a Homeroom course. It is the very last item on the page

Staff Information Page

PowerSchool

Start Page > Staff > Select A Staff Member > Edit Information

(Last Login: 6/1/10 at 3:42 PM)

Search Staff
List (11)

Current Schedule
Edit Information
Functions
Photo
Schedule Setup
Schedule Matrix
Security Settings
Transactions

Custom Screens
Certified or Classified
Employment History
MandatoryReporter_due

Name (Last, First MI)

Preferred Name

Email Address

Title

Gender: Male

Federal Ethnicity and Race

Ethnicity: Is the staff member Hispanic or Latino? Yes No

What is the staff member's race?

Race: (W) White (B) Black or African American (A) Asian (I) American Indian or Alaska Native
 (P) Native Hawaiian / Other Pac Islander

Reporting Ethnicity: White (W)

ID

StatePrId

Home room

School

Lunch ID

Home Phone #

School Phone #

Street

City, State, Zip

SSN

DOB

Staff Status: Staff

Status: Current

Enter Teacher
Folder Number
into StatePrID

Non-Secondary

Non-Departmentalized Classroom using Infinite Campus

- Identify the course as a homeroom course
 - ▣ In Course/Section tab click box next to Homeroom

- Enter teacher's folder number
 - ▣ Staff-District Employment-Employment Record
 - Licensure Number

Mark the course or section as homeroom.

Click box to indicate
the course/section is
a Homeroom

The screenshot shows a web-based course editor interface. At the top, there are navigation tabs: 'Index', 'Search', and 'Help'. Below these is a search bar with 'Course/Section' selected and 'soph' entered. The search results show '9902 Sophomore Wednesday Advisory'. The main content area is titled '9902 Sophomore Wednesday Advisory' and has several tabs: 'Scheduling Rules', 'Fees', 'Build Constraints', 'Assessments', 'Course', 'Sections', 'Grading Tasks', 'Standards', and 'Composite Grading'. The 'Course' tab is active, showing a 'Course Editor' for 'CourseID 10161'. The form includes fields for 'Number' (9902), 'Name' (Sophomore Wednesday Advisory), 'Subject Type', 'State Code' (0), 'Department' (Administration), 'Max Students' (20), 'GPA Weight' (0), 'Accreditation Area' (0: Not Used for Accreditation), 'Honors' (0), 'Activity' (1: Local District Course), and 'Type of Course' (1: Local District Course). There are several checkboxes: 'Standards-based' (unchecked), 'Active' (checked), 'Homeroom' (checked), 'Allow requests' (unchecked), 'Allow teacher requests' (unchecked), 'Attendance' (checked), and 'Unit Attendance' (unchecked). A 'Comments' field and a 'Description' field with a rich text editor are also visible. A blue arrow points from the text on the left to the 'Homeroom' checkbox.

Staff-District Employment-Employment Record

The screenshot shows a web browser window displaying the 'District Employment' record for Anthony, Eloise. The page has a yellow background and a blue header. The browser address bar shows 'https://campus.newton.k12.us/landboothan/rd'. The page title is 'Anthony, Eloise' and the user is logged in as 'Iskraia Elise'. There are several navigation tabs: 'District Assignments', 'Credentials', 'School Choice', 'Overrides', 'Parent Portal Agreement', 'Demographics', 'Identities', 'Households', 'Relationships', 'Enrollments', and 'District Employment'. Below the tabs is a search bar with 'Save', 'Delete', and 'New' buttons. The main content area is divided into two sections: 'Employment Summary' and 'Employment Information'. The 'Employment Information' section contains the following fields:

Start Date	End Date
08/01/2005	08/01/2008
Teaching Staff Year	Teaching Years Modifier
	0
License Number	FTS Percent
	0
Severity	Education

A blue arrow points to the 'License Number' field.

Enter the Teacher Folder Number in the License Number field

Non-Secondary Departmentalized Classes

- Student has different teachers for science, math, reading, and language arts.
- Courses are 'scheduled'.
- Courses will need a SCED code.

SCED Codes for Non-Secondary Courses

- 11 Characters long
 - ▣ Course Description - 5 digit code consisting of the Subject Area and Course Title
 - ▣ Course Level
 - 'X' for general classes
 - 'S' for specially funded classes (Title 1, ELL, etc.)
 - ▣ Filler – always use '000'
 - ▣ Grade Span – two digits indicating the course's intended grade span

For a list of Non-Secondary SCED Codes go to:

www.educateiowa.gov >

Data & Statistics > Student Reporting in Iowa

Course Coding And Supplementary Weighting

- 
-  [Course Coding Non-Secondary Level Courses \(Required\) 2011-2012 \(20 kB\)](#)
 -  [Complete List of Non-Secondary Course Codes, 2011-2012 \(53.91 kB\)](#)
 -  [SCED Codes for Community College Courses 5 19 11.xlsx \(1.03 MB\)](#)
 -  [Contact Minutes for Community College Courses, 2011-2012 \(1.23 MB 2011-09-26 12:13:19\)](#)
 -  [FAQ Concurrent Enrollment \(4/27/11\)](#)
 -  [Supplementary Weighting Change Details \(4/25/11\)](#)
 -  [SYP Guidance](#)
 -  [Course Coding \(Secondary and Non-Secondary\)](#)
 -  [SCED Code Handout Updates \(High School Level\)](#)
 -  [EASIER SCED Coding Handbook \(Dec 2009\)](#)

ENGLISH LANGUAGE AND LITERATURE

	Subject Area	Course Title	Level	Filler	Grade Span
Language Arts Grade 3	51	031	X or S	000	Varies
Language Arts Grade 4	51	032	X or S	000	Varies
Language Arts Grade 5	51	033	X or S	000	Varies
Language Arts Grade 6	51	034	X or S	000	Varies
Language Arts Grade 7	51	035	X or S	000	Varies
Language Arts Grade 8	51	036	X or S	000	Varies
Language Arts Multi Grade or Ungraded	51	037	X or S	000	Varies
Reading Grade 3	51	043	X or S	000	Varies
Reading Grade 4	51	044	X or S	000	Varies
Reading Grade 5	51	045	X or S	000	Varies
Reading Grade 6	51	046	X or S	000	Varies
Reading Grade 7	51	047	X or S	000	Varies
Reading Grade 8	51	048	X or S	000	Varies
Reading Multi Grade or Ungraded	51	049	X or S	000	Varies

MATHEMATICS

	Subject Area	Course Title	Level	Filler	Grade Span
Mathematics Grade 3	52	033	X or S	000	Varies
Mathematics Grade 4	52	034	X or S	000	Varies

Non-Secondary Courses

Two Examples

1) A general 3rd Grade mathematics course: 52033X00033

<u>52</u>	<u>033</u>	<u>X</u>	<u>000</u>	<u>33</u>
Elementary Mathematics	3rd Grade Mathematics	Non- Secondary Level	<i>Static Filler</i>	Intended for only 3rd grade

2) A Title 1 Reading course intended for 3rd and 4th grade students: 51043S00034

<u>51</u>	<u>043</u>	<u>S</u>	<u>000</u>	<u>34</u>
English Language and Literature	Reading	Specially Funded	<i>Static Filler</i>	Intended for grades 3 thru 4

Secondary Level Courses in 7th and 8th Grade

- Use the same SCED code as its secondary counterpart

Example: Algebra - 02052G10000

- Accreditation Program Area will be '0'
- Does not matter if student receives 'high school' credit for course

Other Course Data Elements for Non-Secondary Courses

- Course Origination
 - '1' Local District Course taught by district teacher
 - '8' Other
 - '11' Local District Course taught by non-district teacher
- Accreditation Program Area
 - '0' Not Used for Accreditation
 - Accreditation is only for high schools
- Institution Providing Course
 - Vendor should default to your local district number
- Section Teacher Folder Number

Section Teacher Folder Number

- Required for all courses with a non-zero SCED code.
 - ▣ Gr. 3-8 courses in Math, Reading, and Language Arts
 - ▣ Gr. 5 and 8 in Science
 - ▣ Any course worth supplemental weighting

Teacher Folder Number

- Will be entered in the same place as the Homeroom/HSAP Teacher Folder Number
- InfiniteCampus: Staff-District Employment-Employment Record
- JMC: Attendance – Staff – Teachers/Rooms
- PowerSchool: Staff Information Page

Questions?

- If you have any questions,
please contact an SRI Consultant.

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