Course Data Standard
Rev. 12/11/2024

Ownership and History

Standard prepared by:

Caryn Davidson & Amy Tracy

Data steward(s)

Caryn Davidson, (502) 564-9850, ext. 4162 (Office of Teaching and Learning)
Amy Tracy, (502) 564-4286 Ext. 4277 (Office of Career and Technical Education)
Please email Course Codes with questions.

Office(s)

Office of Teaching and Learning & Office of Career and Technical Education

Revision history

December 10, 2024
Updated Section A to include new teaching method, 21: Work-Based Learning and new instructional setting, 21: Offsite Workplace.

August 8, 2024
Updated Data Steward.

July 1, 2024
Added Additional Guidance section to the Overview
Updated screenshots to match New Look

November 8, 2023
Restored Section C heading information
Add Search terms

July 3, 2023
Updated data steward contact information
Updated Regulation Citation
Updated Data Use
Updated Related Ad-Hoc Filters and Reports
Updated Section A, Type and Teaching Methods

November 21, 2022
Updated data steward contact information

October 19, 2022
Updated link to Census, Staff Information
Updated core content required course codes

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Contents

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Description

As courses are added or rolled forward, the course data should follow these guidelines for accurate LEAD reporting, Teacher of Record (TOR) linkage, School Report Card and Accountability reporting.

Every course scheduled during instructional time or that delivers instruction during non-instructional time must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in the [Searchable State Course Codes Database](#).

Regulation citation(s)

- [LEAD](#) (Local Educator Assignment Data) Reporting: [KRS 161.1221](#); [16 KAR 1:050](#)
- Uniform Academic Course Codes: [704 KAR 3:540](#)
- Kentucky Educational Excellence Scholarship (KEES) program [11 KAR 15:090; KRS 158.007(8)](#); [KRS 164.098](#)
- Kentucky's Accountability System [703 KAR 5:270](#)
- Online, Virtual and Remote Learning Programs [704 KAR 3:535](#)

Data use

- Academic Course Code auditing
- Local Educator Assignment Data (LEAD) Reporting
- Teacher of Record
- School Report Card
    - School Profile Report – Courses Offered
    - Advanced Coursework and Exams
- Analyzing course progressions and participation
- Data sharing between systems – [Kentucky Longitudinal Data System](#)
- KEES bonus for [Advanced Placement](#), [Dual Credit](#) & [International Baccalaureate](#) & [Cambridge Advanced International](#) courses
- Civil Rights Data Collection Federal Reporting

Related ad-hoc filters and reports

Path: KY State Reporting | KDE Reports|

- *Dual Credit Scholarship* To verify and create Dual Credit and Work Ready Scholarship file for submission to KHEAA ([Quick Reference Card](#))
- *Adv Courses and Exams* To provide aggregated and detail data for students taking advanced coursework. The data includes the number of students taking a course and completing a course. Also, for AP, IB and CAI courses includes the number of students taking the corresponding exam and receiving a qualifying score on the exam; for Dual Credit courses includes the number of students with a qualifying score (qualifying grade in the course is a C or above).[(Quick Reference Card)](#)
- *QA Courses* To assist with quality assurance review of active courses with a section scheduled. [(Quick Reference Card)](#)

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School Profile Courses **to provide information on courses offered in the programs of Health and Physical Education (HPE), Career and Technical Education (CTE), Visual and Performing Arts (VPA), and World Languages (WL). The School Profile Report includes a summary of this course information. ([Quick Reference Card](#))**

Path: Ad Hoc Reporting | Data Export | State Published |
  ➢ **student** *Transcript Entry without a State Course Code* To find transcript entries that do not have a state course code

Additional Guidance
- [Kentucky Uniform Academic Course Code webpage](#)
- [Guidance Document for Setting Up Online/Virtual and Attendance-Based Courses in Infinite Campus](#)
- [Guiding Principles for Using Course Code 909999 School Defined Course](#)
- [Guiding Principles for Using Course Code 905001 Dual Credit Placeholder](#)
- [Guiding Principles for Using Course Code 960001 Digital Learning Placeholder](#)
- [Virtual and Performance-Based Course Set-Up and Attendance Verification Guidance Document](#)
- [Infinite Campus Setup for Gatton/Craft Students](#)
- [AP, CAI, DC & IB Postsecondary Readiness (Academic and Career) Courses](#)
- Campus Community Resources
  [Course Masters](#); [Courses](#); [Course Catalog](#)

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Section A – Course Information from Course Master or Course

Classic View: Scheduling | Add Course
Tool Search: Course or Course Master

Districts may choose to use a Course Catalog, a collection of course masters that is then attached to the school. A Course Master can be used to define elements of courses from a district level, so that all schools have the same number and naming convention for the courses, as well as the same setup for grading. Changes made to locked fields on the course master may be pushed to the courses at the schools based on the school year.

State Code: Every course scheduled during instructional time or that delivers instruction during non-instructional time must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in the Searchable State Course Codes Database within KECS. Please see the Course Codes Frequently Asked Questions document for more information about selecting the appropriate state course code.

GPA Weight: Weight of course grade for Grade Point Average (GPA) calculation only. For KEES calculation, the GPA Weight must equal the credits attempted with one exception. If the course is pass/fail, then must be 0.

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Type: Select if course is Online/Virtual, Attendance-Based Online/Virtual or Performance-Based. The school will become eligible for Average Daily Attendance (ADA) funding for students if a passing grade is posted for this type of course. Please see the [Virtual and Performance-Based Course Set-Up and Attendance Verification Guidance Document](#) for further
assistance determining when each Type is appropriate.

- **V: Online/Virtual** - select if course is an offsite online course. Please note **the attendance box cannot be checked** if this Type is selected.
- **ABV: Attendance-Based Online/Virtual** - select if online/virtual course that uses daily attendance tracking rather than performance-based completion to determine credits and funding as described in [704 KAR 3:535](#). **Attendance check box must be checked** with this Type. See [Blended Learning Group Setup in Infinite Campus document](#) for information on setting up blended learning groups.
- **P: Performance** - select if course is a Performance-Based Course. [Performance-Based Credit](#) may be awarded for satisfactory demonstration of learning based on content standards described in the program of studies, [704 KAR 3:303](#), regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills. The attendance box may or may not be checked.

Difficulty Level: Select from the drop-down menu **only** for AP: Advanced Placement, DC: Dual Credit, IB: International Baccalaureate and CAI: Cambridge Advanced International courses. In order for students to be eligible for the KEES bonus, you must select AP, DC, IB or CAI.

- [**AP: Advanced Placement**](#) courses must have the matching AP state course code.
- [**DC: Dual Credit**](#) courses must comply with [KRS 158.007(8)](#) which defined dual credit as "a college–level course of study developed in accordance with [KRS 164.098](#) in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study.
  See [Dual Credit Course Data Standard](#) for additional requirements for dual credit courses.
- [**IB: International Baccalaureate**](#) courses must have the matching IB state course code.
- [**CAI: Cambridge Advanced International**](#) courses should utilize the state course code most closely matching the content of the course

Teaching Method (The methods used for instruction): Choose from the drop-down menu the appropriate teaching method for this course section

- **01: Direct Instruction** (default setting) – traditional course taught by a teacher employed by the district
- **02: 3rd Party Contract** – course taught by a 3rd party contractor other than virtual, dual credit (e.g., auto mechanic, golf instructor, Head Start provider)
- **10: Digital Learning Provider** – an online/virtual course utilizing a digital content provider with a Kentucky certified teacher as the teacher of record, largely in an asynchronous format (excluding credit recovery courses)

- **11: Dual Credit – District Offered** – dual credit course taught by a teacher employed by the district
- **12: Dual Credit – College Offered** - dual credit course taught by a teacher employed by a postsecondary institution
- **13: Credit Recovery – Direct Instruction** – course taught by a teacher employed by the district that allows students to earn credit for a course they previously failed
- **14: Credit Recovery – Digital Learning Provider** – computer-based course that allows students to earn credit for a course they previously failed (e.g., PLATO, APEX, Odyssey, NOVEL/STARS).
- **19: District Provided Self Study** – independent self-study course
- **20: Blended Instruction** – An online/virtual course with a combination of synchronous and asynchronous learning facilitated through a digital content provider and a KY certified teacher.
- **21**: **Work-Based Learning -** course where student leaves campus to participate in work-based learning

Instructional Setting: (The location where instruction takes place) Choose from the drop-down menu the appropriate instructional setting for this course section.
- **01: Onsite Classroom** – course taught primarily in the school building
- **02: Offsite CTE** – course taught at a Career and Technical Education Center away from the school building
- **03: Offsite College** – course taught at a postsecondary institution
- **04: Home/Hospital** –course taught in a home/hospital setting
- **05: Online** – course taught fully online
- **06: Blended Learning** – course taught in a setting consisting of both face-to-face instruction and online learning. Ideally, blended learning consists of 40-60% of the course being delivered online or digitally. There must be that face-to-face component delivered by a certified teacher. The digital/online content ideally should be created, reviewed and/or endorsed by a certified teacher in that content area.
- **11: Spanish Immersion**
- **12: French Immersion**
- **21: Offsite Workplace –** course where student leaves campus to participate in work-based learning

Attendance: Select if attendance is required to be taken in this course for ADA funding purposes by an EPSB certified teacher. *The attendance checkbox cannot be checked if the course uses the Type Online/Virtual and must be checked if the Type is Attendance-Based Online/Virtual.*

NOTE: Any changes made to the Course Master need to be pushed to the courses. Use the Push to Courses option and select the calendar year to which it should apply, which will update any locked fields

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on connected courses in the selected calendar to have the same information - Grading Tasks, Standards, Categories, Grade Calculations, etc. See Campus Community's [Course Master Info](#) for more information.

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Section B – Course Grading Task

Tool Search: Course Grading Task

See [Grades Data Standard](#) for details on defining grades and credits for the course. Section C – Section tab

Section C – Section Information

Tool Search: Course Sections

Section Number: Each section must have a distinct section number

Instructional Setting (Override):

Selecting an option from the drop list overrides the course's instructional setting for this section only.

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Highly Qualified: Select the primary teacher's Highly Qualified status for this course. Options are as follows:
- Highly Qualified
- Not Highly Qualified
- Not Applicable

Special Type: Indicate courses designated as one of the special type courses. Type 02: Alternative Classroom must be selected for any course received by a student placed in an alternative education program. All content courses offered at the alternative school must have a section with a Special Type of Alternative Classroom.

Population ID: Indicate the population from the dropdown menu only if there are no students in the course. This should be blank in most cases.

Instructional Time: It is not necessary to record instructional time.

Core Content: Only select a core content if state code 165698, 230168, 230170, 230171, 499901, 499910, 499915 or 909999 has been indicated on the course tab. This should be blank in most cases. Do not use content code 507: Non-instructional content or 509: Varies since no certification includes this content area.

Section D – Staff History

Tool Search: Section Staff History

See Census, Staff Information Data Standard for details on assigning staff.