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Course Instructor Template

**Target Table:** CRSE\_INSTRUCT\_SNAPSHOT; eDM name: CRSE\_INSTRUCT

**Data Submission Schedule:** K5P, 40D, 80D, 120D, EOY, SUMMER and OPEN YEAR ROUND (7/15)

**Grain:** One record per district / location / school year / course code / section / semester (reporting period)

**Load Sequence/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. COURSE** | **N** | **Y** |
| **2. STAFF** | **N** | **Y** |

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**Template Description**

The Course Instructor Template is used to identify the instructor(s) of each course/section (unique classroom) in which students are enrolled. The Course Instructor template must be submitted at each reporting period. Be sure to include all courses taught on the reporting period’s snapshot date. It may be necessary to include courses that have ended between reporting periods in order to submit a student’s grade.

**Only submit a Course Instructor record if there are students enrolled in the class.**If no students are enrolled in the course (but the course is part of your Course Catalog), you must still report the Course Code in the ***COURSE*** template as a course being ***offered*** for the reporting period; however, you would NOT report a ***COURSE INSTRUCTOR*** record.

Semester, Course Instructor Snapshot Date, Course Code Long, and Section Code Long MUST match the corresponding fields in the Student Course Enrollment Template and the Course Template for proper HQT results.

This template requires the combination of the COURSE CODE LONG and SECTION CODE LONG fields to be unique (PRIMARY INSTRUCTOR ID is NOT part of the unique key). PED is aware that some districts have multiple sections of the same course with the same section number. If a district's or charter school’s PED-defined course code and local section code are not unique, it may be necessary to concatenate the district or school’s local section code with the PRIMARY INSTRUCTOR ID (masked) in the SECTION CODE LONG field. PED suggests that the format be [local section code + "-" + PRIMARY INSTRUCTOR ID (masked)]. For example, a SECTION CODE LONG of "1-111223333" could be used (1 representing the local section code and 111223333 representing the staff member teaching that section). If this format is used for SECTION CODE LONG in this template, it must be used in the required SECTION CODE LONG fields in other templates.

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**Changes:**

**New Code – (Field 21) ALTERNATE INSTRUCTION LANGUAGE CODE**

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| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| **98** | **Latin** | **lat** |

**Added - Class Period Definitions (Field 18)**

**Course Instructor Template Specifications**

| **Field #** | | | **Start** | | **End** | **Length** | **Data Type** | | | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | | | **1** | | **8** | **8** | **C** | | | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 089** |
| **2** | | | **9** | | **14** | **6** | **C** | | | **LOCATION CODE** | **R** | **K,M** | **PED-defined three character location code.** |  | **Example: 024** |
| **3** | | | **15** | | **24** | **10** | **D** | | | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD.** | **All dates must be entered in ISO format** | **Example: YYYY-06-30** |
| 4-7 | | | 25 | | 44 |  | Not Collected | | | | | | | | |
| **8** | | | **45** | | **56** | **12** | **C** | | | **PRIMARY**  **INSTRUCTOR**  **ID** | **R** | **U,M** | Staff ID of teacher of record. The Staff ID is the teacher's Social Security Number formatted without dashes. Must match Staff ID in the *STAFF* template. | When reporting team teachers, please specify “Teacher of Record” as PRIMARY INSTRUCTOR and team teachers as additional teachers in OTHER INSTRUCTOR 1 and 2 fields.  Staff ID must exist in the *STAFF SNAPSHOT* template for the corresponding keys to avoid reporting errors.  Report the SSN of concurrent or dual enrollment teachers, distance learning teachers and religious education teachers as follows:   * + - * 888888888 for distance learning, where the live teacher of record is separated by space or time from students. This includes Blended Learning Bureau (BLB).       * 777777777 for concurrent enrollment or Dual Credit       * 555555555 for religious instruction   DO NOT submit any Staff Domain template records (such as Staff, Staff Snapshot, Staff Assignment) for 888888888, 777777777 or 555555555. These “dummy” Staff IDs will be omitted from the License Discrepancy & Highly Qualified Teacher (HQT) reports since they are not licensed through PED, and therefore, licensure cannot be verified. | **Example:** 123456789 |
| **9** | | | **57** | | **68** | **12** | **C** | | | **OTHER**  **INSTRUCTOR 1** | **O** | **U** | **Staff ID of additional staff member of instructional team. Staff ID is the staff member's SSN formatted without dashes.   If the Other Instructor ID 1 is populated, the Data Loading process will try to match the Other Instructor ID 1 with the Staff ID in the *STAFF* Table. If no match is found, the record is loaded into the *COURSE INSTRUCTOR* Table but a Warning record is generated.** | **Staff ID must exist in the *STAFF SNAPSHOT* template for the corresponding keys to avoid reporting errors.** | **Example: 987654321** |
| **10** | | | **69** | | **80** | **12** | **C** | | | **OTHER**  **INSTRUCTOR 2** | **O** | **U** | **Staff ID of additional staff member of instructional team. Staff ID is the staff member's SSN formatted without dashes.   If the Other Instructor ID 2 is populated, the Data Loading process will try to match the Other Instructor ID 2 with the Staff ID in the *STAFF* Table. If no match is found, the record is loaded into the *COURSE INSTRUCTOR* Table but a Warning record is generated.** | **Staff ID must exist in the *STAFF SNAPSHOT* template for the corresponding keys to avoid reporting errors.** | **Example: 188226547** |
| 11-15 | | | 81 | | 140 |  | Not Collected | | | | | | | | |
| **16** | | **141** | | **164** | | **24** | **C** | **STAFF NAME** | | | **O** | **U** | **Name of Primary Instructor. This is an optional field that may be useful to districts when troubleshooting data submission problems with this template.** |  | **Example: Doe, John** |
| **17** | | **165** | | **166** | | **2** | **C** | **SEMESTER** | | | **R** | **K** | **An additional Indicator of reporting period.**  **Must correspond to the same reporting period as the *Snapshot Date* (field #50) in *STAFF SNAPSHOT* for each instructor of this class.** | **Use codes 1, 2, 3, 4, 5, and 9 not the description.** | **1 = 40D 2 = 80D 3 = 120D 4 = EOY**  **5 = K5P**  **6 = SUMMER**  **9 = Open Year Round** |
| **18** | | **167** | | **174** | | **8** | **C** | **CLASS PERIOD** | | | **R** | **U** | **Indicates type of class period.**  [**Class Period Definitions**](#Class_Period_Definitions) | **If Student Grade Level in Student Snapshot = PK, then must be AM, PM or FD.** | **AM = Morning Program for PreK ONLY PM = Afternoon Program for PreK ONLY FD = Full Day Program for PreK ONLY**  **SEM = Semester**  **TRI = Trimester**  **YR = Year-long**  **BLK = Block Scheduling**  **QTR = Quarter**  **SP = Self-paced**  **PO = Pull-out** |
| **19** | | | **175** | | **186** | **12** | **C** | | **COURSE CODE LONG** | | **R** | **K\*** | **PED-defined 8 character course code.** | **The full 8-digit Course Code, with the first four digits pertaining to PED’s Course Classification. The 5th digit no longer designates the Common Field, such as an 8 indicating that the course requires a bilingual endorsement. This is captured in field 60 (COURSE SPECIAL PROGRAM CODE = BEP).**  **Positions 6-8 no longer represent Subject Fields**  **Therefore position 5 – 8 may contain any value, such as 0000.**    **Must match the *Course Code Long* field in the *COURSE* and *STUDENT COURSE ENROLLMENT* templates for the same corresponding key fields in order to tie the teacher with the student.** | **Example: 17214144** |
| **20** | | | **187** | | **202** | **16** | **C** | | | **Not Collected** | | | | | |
| **21** | | | **203** | | **218** | **16** | **C** | | | **ALTERNATE**  **INSTRUCTION**  **LANGUAGE**  **CODE** | **CR** | **U** | **If the course is taught in a language other than English, indicate that in this field. This applies to all classes including PreK.** | **Required when a course is taught in a language other than English.   The value used should be the code (e.g., 01, 02) only. The descriptions are for reference only.** | **Example: 04**  **See the** [**Language Code Set**](#Language) **for a list of Languages and their codes.** |
| **22** | | | **219** | | **243** | **25** | **C** | | | **SECTION CODE LONG** | **R** | **K\*** | **Class section number assigned by school to identify distinct classes.** | **This field should only be the local section number.**  **Must match the *Section Code Long* field in the *STUDENT COURSE ENROLLMENT* template for the same corresponding key fields.** | **Example: PERIOD1** |
| 23 | | | 244 | | 246 | 3 | Not Collected | | | | | | | | |
| **24** | | | **247** | | **256** | **10** | **D** | | | **SNAPSHOT DATE** | **R** | **K** | **Field indicating the report date. See valid values.** | **Date must be entered in ISO format: YYYY-MM-DD.**  **Must correspond to same reporting period specified in field #17, *Semester*.** | **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-09-01 = K5P**  **YYYY-06-29 = SUMMER**  **YYYY-07-15 = Open-Year-Round** |
| 25-59 | | | 257 | | 731 |  | Not Collected | | | | | | | | |
| **60** | | | **732** | | **734** | **3** | **C** | | | **COURSE SPECIAL PROGRAM CODE** | **CR** | **U** | **Specify BEP to identify teachers and classes that are part of the state’s BEP (funded program).** | **Only specify a value if the class is BEP.**  **Teachers identified here should match the BEP application and licensure will be verified (which is a requirement for funding).** | **BEP = Bilingual Multicultural Education Program** |
| 61-63 | | | 735 | | 761 |  | Not Collected | | | | | | | | |
| 64 | | | **762** | | **764** | **3** | **C** | | | **HONORS INDICATOR** | **R** | **U** | **Field indicating the class is an Honors Class.** | 64 | **Y=Yes**  **N=No** |
| **65** | | | **765** | | **767** | **3** | **C** | | | **ADVANCED PLACEMENT INDICATOR** | **R** | **U** | **Field indicating the class is an Advanced Placement Class.** | **Specify Y if this is an Advanced Placement (AP) class. Specify N if it is not.** | **Y=Yes**  **N=No** |
| **66** | | | **768** | | **770** | **3** | **C** | | | **CAREER AND TECHNICAL INDICATOR** | **R** | **U** | **Field indicating this is a Career and Technical Class.** | **Specify Y if this is a Career and Technical class. Specify N if it is not.** | **Y=Yes**  **N=No** |
| **67** | | | **771** | | **773** | **3** | **C** | | | **GIFTED INDICATOR** | **R** | **U** | **Field indicating this is a Gifted Class.** | **Specify Y if this is a Gifted class. Specify N if it is not.** | **Y=Yes**  **N=No** |
| 68 | | | 774 | | 776 | 3 | Not Collected | | | | | | | | |
| **69** | | | **777** | | **779** | **3** | **C** | | | **REMEDIAL INDICATOR** | **R** | **U** | **Field indicating this is a Remedial Class.** | **Specify Y if this is a Remedial class. Specify N if it is not.** | **Y=Yes**  **N=N** |
| **70** | | | **780** | | **782** | **3** | **C** | | | **BASIC/GENERAL INDICATOR** | **R** | **U** | **Field indicating this is a Basic/General Class.** | **Specify Y if this is a basic and/or general class. Specify N if it is not.** | **Y=Yes**  **N=No** |
| **71** | | | **783** | | **785** | **3** | **C** | | | **SPECIAL EDUCATION INDICATOR** | **R** | **U** | **Field indicating this is a Special Education Class.** | **Specify Y if this is a Special Education class. Specify N if it is not.** | **Y=Yes**  **N=No** |
| **72** | | | **786** | | **788** | **3** | **C** | | | **INTERNATIONAL BACCALAUREATE INDICATOR** | **R** | **U** | **Field indicating this is an International Baccalaureate (IB) Class.** | **Specify Y if this is an International Baccalaureate. Specify N if it is not.** | **Y=Yes**  **N=No** |
| 73 | | | 789 | | 791 | 3 | Not Collected | | | | | | | | |
| **74** | | | **792** | | **794** | **3** | **C** | | | **ELECTIVE INDICATOR** | **R** | **U** | **Field indicating this is an Elective Class.** | **Specify Y if this is an Elective class. Specify N if it is not.** | **Y=Yes**  **N=No** |
| 75 -77 | | | 795 | | 805 |  | Not Collected | | | | | | | | |
| **78** | | | **806** | | **808** | **3** | **C** | | | **LAB COMPONENT INDICATOR** | **R** | **U** | **Field indicating this class has a lab component, which may be a graduation requirement.** | **Specify Y if this class contains a lab component. Specify N if it does not.** | **Y=Yes**  **N=No** |
| 79 - 82 | | | 809 | | 829 |  | Not Collected | | | | | | | | |
| **83** | **830** | | | | **832** | **3** | **C** | | | **ADVANCED INDICATOR** | **R** | **U** | **Field indicating this is an Advanced Class.** | **Specify Y if this is an Advanced class. Specify N if it is not.** | **Y=Yes**  **N=No** |

**Language Codes** (field 21 – for Foreign Language Courses)

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| 0 | English | eng |
| 1 | Spanish | spa |
| 2 | Vietnamese | vie |
| 3 | Hmong; Mong | hmn |
| 4 | Chinese (Cantonese or Mandarin, also includes Chaozhou, Lahu, Taiwanese, Teochew, and Toishanese) | chi (B) zho (T) |
| 5 | Cambodian - Khmer | khm |
| 6 | Korean | kor |
| 7 | Laotian (includes Khmu) | lao |
| 8 | Navajo; Navaho (Diné) | nav |
| 9 | Tagalog | tgl |
| 10 | Russian | rus |
| 11 | Creoles, French-based | cpf |
| 12 | Arabic (spoken in numerous countries including Algeria, Egypt, Iran, Iraq, and Yemen) | ara |
| 13 | Portuguese | por |
| 14 | Japanese | jpn |
| 16 | Tiwa | nai |
| 17 | Tewa | nai |
| 18 | Towa | nai |
| 19 | Keres | nai |
| 20 | Jicarilla Apache | apa |
| 21 | Mescalero Apache | apa |
| 22 | Zuni | zun |
| 24 | Sign Languages - American | sgn |
| 25 | Sign Languages - English Based | sgn |
| 26 | Albanian | alb (B) sqi (T) |
| 27 | Armenian | arm (B) hye (T) |
| 28 | Azerbaijani | aze |
| 29 | Baltic languages | bat |
| 30 | Basque | baq (B) |
| eus (T) |
| 31 | Bosnian | bos |
| 32 | Bulgarian | bul |
| 33 | Burmese | bur (B) |
| mya (T) |
| 34 | Chechen | che |
| 35 | Creoles, English based | cpe |
| 36 | Creoles, Portuguese-based | cpp |
| 37 | Croatian | hrv |
| 38 | Czech | cze (B) ces (T) |
| 39 | Danish | dan |
| 40 | Dutch; Flemish | dut (B) nld (T) |
| 41 | Estonian | est |
| 42 | Farsi - Persian (includes Dari spoken in Afghanistan) | per (B) fas (T) |
| 43 | Filipino; Pilipino | fil |
| 44 | Finnish | fin |
| 45 | French | fre (B) fra (T) |
| 46 | German | ger (B) deu (T) |
| 47 | Greek | gre (B) ell (T) |
| 48 | Haitian; Haitian Creole | hat |
| 49 | Hawaiian | haw |
| 50 | Hebrew | heb |
| 51 | Hungarian | hun |
| 52 | Icelandic | ice (B) isl (T) |
| 53 | India and Bangladesh - Bengali | ben |
| 54 | India - Gujarati | guj |
| 55 | India - Marathi | mar |
| 56 | India - Rajasthani | raj |
| 57 | India - Telugu | tel |
| 58 | India and Assam - Assamese | asm |
| 59 | India and Pakistan - Hindi | hin |
| 60 | India and Pakistan - Urdu | urd |
| 61 | India or Pakistan Panjabi; Punjabi | pan |
| 62 | India, Malaysia, Sri Lanka - Tamil | tam |
| 63 | Indonesian | ind |
| 64 | Iranian languages | ira |
| 65 | Italian | ita |
| 66 | North American Indian languages Other | nai |
| 67 | Norwegian | nor |
| 68 | Polish | pol |
| 69 | Romanian; Moldavian; Moldovan | rum (B) ron (T) |
| 70 | Somali ( also includes Tigrinya) | som |
| 71 | Serbian | srp |
| 72 | Slavic languages | sla |
| 73 | Swedish | swe |
| 74 | Thai | tha |
| 75 | Tibetan | tib (B) |
| bod (T) |
| 76 | Ukrainian | ukr |
| 77 | Hocano | NAI |
| 78 | Kurdish (includes any country where this is spoken such as Iraq and Afghanistan) | kur |
| 79 | Syriac (includes Assyrian and Chaldean) | syr |
| 80 | Cebuano (Visayan) | ceb |
| 81 | Chamorro | cha |
| 82 | Kinyarwanda (includes Kirundi) | kin |
| 83 | Lithuanian | lit |
| 84 | Malayalam | mal |
| 85 | Marshallese | mah |
| 86 | Mixteco | NAI |
| 87 | Nepali | nep |
| 88 | Pashto (also includes Pushto) | pus |
| 89 | Samoan | smo |
| 90 | Sinhalese (also includes Sinhala) | sin |
| 91 | Swahili | swa |
| 92 | Tongan (also includes Raratongan) | rar |
| 93 | Turkish | tur |
| 94 | Wolof | wol |
| 95 | Yao (also includes Mien) | yao |
| 96 | Fanti (spoken in Ghana) | fat |
| 97 | Oromo | oro |
| 98 | Latin | lat |

**Class Period Definitions (Field 18)**

|  |  |  |
| --- | --- | --- |
| **Code** | **Class Period** | **General Guidance** |
| YR | Year-Long | A class period duration in which the course content spans the entire LEA academic year. |
| SEM | Semester | A class period duration in which the course content spans one half of the LEA academic year. |
| QTR | Quarter | A class period duration in which the course content spans one quarter of the LEA academic year. |
| TRI | Trimester | A class period duration in which the course content spans one third of the LEA academic year.  This model is sometimes utilized in Early College High Schools that match the course calendar of a partner postsecondary institution. |
| BLK | Block Scheduling | A class period structure in which the duration of the course is altered from the standard class period of the LEA.  The block schedule structure may be either an extended class period (more minutes) or an alternately scheduled meeting time (alternating day) compared to the standard class period configuration within the LEA. |
| SP | Self-Paced | A self-paced class period does not define the duration that the course content spans within the academic year for student earning of course credit. |