
3.9 Course Section File Format

3.9.1 Submission Details

This file format is used to submit course section data. Course enrollment data must be submitted in the fall. Course section information should be included for all course sections occurring on Census Day or for school tracks that are not in session on Census Day, the course enrollment submission includes the course sections that begin no later than 30 calendar days after Census Day.

Course completion data must be submitted at the end of the year. This data must be submitted for grades 7-12 in traditional schools where instruction is departmentalized. Course section information should be included for all course sections students completed during the academic year.

This format uses the Replacement by School of Course Delivery, Academic Year, and Academic Term processing method. During the fall submission, the record type code CRSE (Course Section Enrollment) must be included in the Record Type field of each record. During the end of year submission, the record type code CRSC (Course Section Completion) must be included in the Record Type field of each record.

This format also collects the Course information associated with each Course Section record. The field names prefixed with "CRS" are the Course data fields associated with the Course Section. The information provided in these fields should be repeated when multiple Course Section records are submitted associated with the same CRS-Local Course ID. CALPADS assumes the "CRS" field values will be repeated for all Course Section records with the same CRS-Local Course ID and the system will not report any data differences between records if submitted. CALPADS will accept and create a single instance of the "Course" information based on the last record processed.

NOTE: If the values in the fields marked "CRS" are different for the same CRS-Local Course ID in two or more course section records, it is very likely that unpredictable results in reporting will occur.

Within CALPADS, a Course Section record is uniquely identified by the following Course Section data elements:

- Academic Year ID
- School of Course Delivery
- Academic Term Code
- CRS-Local Course ID
- Course Section ID
- SEID

This record type is required to be submitted during the following snapshot collection windows:

- Fall 2 - Course Enrollment/Staff Assignments/EL Services
- End of Year 1 – Course Completion / Career Technical Education

3.9.2 Selection Criteria

- Fall 2 Only
 - Include all Course Section records occurring on Census Day or for school tracks that are not in session on Census Day, the course submission includes the course sections that begin no later than 30 calendar days after Census Day.

- Do not include lunch, free period, student aide, teacher assistant, or study hall course sections.
- Note: For Job Sharing or Team Teaching, include one Course Section record for each SEID associated with that Course Section
- Note: Do not include records for any additional classes that students are taking at any other school except for classes taken at a Regional Occupation Centers (ROC) or college.
- End of Year 1 Only
 - Include all Course Section records which were offered at the school and which at least one student primarily or secondarily enrolled in grades 7-12 completed (See CALPADS User Manual Glossary: *Course Section Completion*) at some time during the regular academic year.
 - Note: Do not include summer school; do not include courses that students completed at any other school except for classes taken at a Regional Occupation Centers (ROC) or college.

3.9.3 Operational Key

The following fields identify the operational key of the Course Section record:

- School of Course Delivery
- Academic Year ID
- Academic Term Code

3.9.4 Primary Key

The following fields identify the primary key (fields that uniquely identify a record) of the Course Section record:

- School of Course Delivery
- Academic Year ID
- Academic Term Code
- CRS-Local Course ID
- Course Section ID
- SEID

3.9.5 Relationship to Other Record Types

This record may be submitted independently of other record types. However, a Course Section record must exist for the student enrollment on the Student Course Section record.

3.9.6 References

The following references are available for use in the creation of this record:

- None

3.9.7 Record Layout

Table 3-10: Course Section Record Layout

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Update able Fields
9.01	Record Type Code	CS	4	A category describing the type of data record being submitted.	See Code Set Record Type CALPADS	1) CRSE is used for Course Section Enrollment information. 2) CRSC is used for Course Section Completion information.	Must equal CRSE or CRSC	Y		
9.02	Transaction Type Code	CS	1	A category describing the action the system should take on the data record being submitted.	See Code Set Transaction Type CALPADS	See section 1.3.3 for more details on the Replacement Processing method.	Must equal an empty string, or “ ”, or “D”, or “R”	N		
9.03	Local Record ID	CS	255	A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment.				N		X

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.04	Reporting LEA	CS	7	A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS).		The 7-digit County District (CD) code must be submitted if the entity is a district or county office. If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Course Delivery.	1) Must equal institution identifier of submitter User ID	Y		
9.05	School of Course Delivery	CS	7	A unique identifier for the school where the student is taking the course.		The 7-digit School (S) code must be submitted. If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Course Delivery and the Reporting LEA.	1) Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA 2) The School of Course Delivery must match the School of Attendance in the enrollment record. 3) School of Course Delivery must not be an NPS school	Y	X	

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Update able Fields
9.06	Academic Year ID	CS	9	A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California).		1) Format: CCYY-CCYY (ex. 2008-2009) 2) Indicates the school year associated with the file.		Y	X	
9.07	CRS-State Course Code	CS	4	A coded value representing a state-level Course Group. Course Group State is defined as a state-level coding structure used to group a number of local-level course descriptions by major subject areas (e.g., English/Language Arts, Mathematics, etc.) or to indicate individual-level courses.	See Code Set Course Group State	This data element is associated with the Course. If the LEA has mapped their local course codes (Local Course ID) to State Course Codes in CALPADS, this field may be left blank. CALPADS will perform the translation	1) If CTE Course Section Provider Code is populated Then CRS-Course Content Code must equal 154 or a CRS-State Course Code must be populated with a CTE Course Code 2) All records with the same Academic Year, School of Delivery and CRS-Local Course ID must have identical CRS-State Course Codes.	Y		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.08	CRS-Local Course ID	CS	10	A unique identifier assigned to a course by a local educational agency. A Course is the organization of subject matter and related learning experiences provided for the instruction of students. This is usually maintained at the local level in the form of a course catalog. A Course is not the same thing as a Class.		This data element is associated with the Course.		Y		
9.09	CRS-Course Name	CS	50	The formal name of a Course as established by the school or LEA. A Course is the organization of subject matter and related learning experiences provided for the instruction of students. This is usually maintained at the local level in the form of a course catalog. A Course is not the same thing as a Class.		1. This data element is associated with the Course. 2. This is required for Cal-PASS.	All records with the same Academic Year, School of Delivery and CRS-Local Course ID must have identical CRS-Course Names.	Y		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Update able Fields
9.10	CRS-Course Content Code	CS	4	A coded value representing the Education Program that specific course content is related to. For example, all of the content of a Career Technical Education course is related to that Education Program.	See Code Set Education Program Course Content	This data element is associated with the Course.	<p>1) If CTE Technical Preparation Course Indicator = Y Then Course Content Code must = 154 or a CTE State Course Code (i.e., 4010-5955) must be populated</p> <p>2) If CTE Course Section Provider Code is populated Then Education Program Course Content code must equal 154 or a CRS-State Course Code must be populated with a CTE Course Code</p> <p>3) All records with the same Academic Year, School of Delivery and CRS-Local Course ID must have identical CRS-Course Content Codes.</p>	N		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Update able Fields
9.11	CRS-NCLB Core Course Instructional Level Code	CS	1	A coded value representing an NCLB Core Course Indicator and Instructional Level. NCLB Core Course Indicator and Instructional Level are defined as a description of whether or not a local-level course is a No Child Left Behind core course and if so, which NCLB Core Course Instructional Level it is.	See Code Set NCLB Core Course Indicator and Instructional Level	This data element is associated with the Course.	<p>1) If Record Type Code = CRSE AND if HQT Competency Code on the Course Section record is populated Then NCLB Core Course Instructional Level Code must equal E (Elementary Core) or S (Secondary Core)</p> <p>2) If Record Type Code = CRSE AND If State Course Code is considered by CDE as likely to be core (per the Course Master Combos in the CALPADS Valid Code Combinations) then NCLB Core Course should not equal N</p> <p>3) All records with the same Academic Year, School of Delivery and CRS-Local Course ID must have identical CRS-Course Names.</p>	<p>If Record Type Code = CRSE, Then Y; Else N</p> <p>If Record Type Code = CRSC, the contents of this field will not be stored in CALPADS</p>		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.12	CRS-CTE Technical Preparation Course Indicator	CS	1	An indication of whether or not a Career Technical Education course has been designated as a Technical Preparation Course. A Technical Preparation (Tech. Prep.) Course is a course within a CTE technical career pathway or program that has been articulated with a postsecondary education institution; this pathway course sequence extends through two or more years of postsecondary education or through an apprenticeship program of at least two years following secondary instruction. A Tech. Prep. course can only be offered by a district belonging to a Technical Preparation Consortia with associated postsecondary education institutions.		This data element is associated with the Course. “Y” indicates that this is a Technical Preparation Course; “N” or blank indicates that it is not.	All records with the same Academic Year, School of Delivery and CRS-Local Course ID must have identical CRS-CTE Technical Preparation Course Indicators.	N		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Update able Fields
9.13	CRS-UC CSU Approved Indicator	CS	1	An indication of whether or not the UC/CSU systems have reviewed and approved the content of this course as meeting one or more of the A-G course admission requirements. A "Y" would indicate that the course is UC/CSU-approved, an "N" would indicate that the course is not.		This data element is associated with the Course.	<p>1. If the State Course Code is considered by CDE as likely to meet UC and CSU requirements (per the Master Course Combos in CALPADS Valid Code Combinations), then this field should equal "Y".</p> <p>2. All records with the same Academic Year, School of Delivery and CRS-Local Course ID must have identical CRS-UC CSU Approved Indicators.</p>	Y		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.14	Course Section ID	CS	10	A unique identifier for a Course Section assigned by a local educational agency. The Course Section ID should be unique within a Local Course, Academic Term, School, and Academic Year. A Course Section ID represents a unique section of course content being taught by one or more teachers to a specific group of students.		Example: A unique course section ID would represent Teacher A teaching algebra 1 to a specific group of students on Monday, Wednesday, and Friday in first period. The same teacher delivering Algebra 1 to a different group of students in second period would be represented by a different unique course section ID.		Y		
9.15	Academic Term Code	CS	2	A coded value representing an Academic Term. An Academic Term is the period of time into which the education institution divides the academic year for the purpose of instruction.	See Code Set Academic Term			Y	X	

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.16	SEID	CS	10	A unique identifier assigned to each Educator in the California public education system by the California Commission on Teacher Credentialing. This identifier is known as the Statewide Educator Identifier (SEID).		<p>SEID equal "9999999999" should only be submitted in the following conditions:</p> <ul style="list-style-type: none"> Charter School teacher teaching non-core classes as defined by the charter Course Section taught by a teacher that is not an employee of the LEA (i.e. ROC/P teacher, College Professor, COE Special Education teacher, Distance Learning teacher, or private contractor) SEID not yet provided by CCTC 	<p>1) SEID must be a valid SEID in the CCTC file or SEID equal 9999999999</p> <p>2) Staff Demographic record should exist for the same SEID in the Course Section Record during upload/input except when the SEID equals 9999999999</p>	Y		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.17	Local Staff ID	CS	10	A unique identifier assigned to a Staff member by the local educational agency. This may or may not be the same as the identifier assigned to a staff member at the school level.				Y		
9.18	Class ID	CS	20	<p>A unique identifier for a Class assigned by a local educational agency. The Class ID must be unique within a school by Academic Year. A Class ID represents a unique class in a school for an academic year.</p> <p>A Class is defined as a specific instance where one or more Course Sections are delivered to one or more students by one or more teachers. In most cases, a Class would represent a specific teacher teaching a specific Course Section to a set of students at a specific time at a specific location. In another scenario, a class could represent one teacher teaching multiple Course Sections to groups of students at the same time in the same location.</p>		The Class ID should not be used to represent more than one class in a school for an academic year. For example, in an elementary school you would not assign the same Class ID for a 1 st grade class and 2 nd grade class.		<p>If Record Type Code = CRSE Then Y; Else N</p> <p>Class ID is not required for CRSC. If Class ID is submitted, the Class ID value will not be stored in CALPADS.</p>		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.19	Course Section Instructional Level Code	CS	2	A coded value representing the Course Non Standard Instructional Level. A Course Non-Standard Instructional Level is a level at which the content of a specific course is taught that is either above or below a “standard” course instructional level. These levels may be identified by the actual level of instruction, for example, “remedial” or “college-level.” They may also be identified by equating the course content and level of instruction with a state-or nationally-recognized advanced course of study such as International Baccalaureate or Advanced Placement.	See Code Set Course Non Standard Instructional Level			N		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.20	Education Service Code	CS	1	A coded value representing an Education Service. An Education Service is specific service or services that are performed within an Education Service Category. Every Education Program provides one or more services to students. Each of these services falls within an Education Service Category.	See Code Set Education Service English Learners	For course sections that are taught by more than one teacher, the value in this field should represent all of the services provided in the course section (a combination of the services those teachers provide).	<p>1) If Instructional Strategy (9.22) = 400, 500, 600 or 650 then Education Service (9.20) cannot be = 5 (No English Learner Services) or null..</p> <p>2) If Education Service (9.20) is <> 5 (No English Learner Services) or 6 (Other English Learner Services) and not null, then Instructional Strategy (9.22) cannot be null.</p> <p>3) If two or more Course Section records have the same Record Type Code, Academic Year ID, School of Course Delivery, Academic Term Code, CRS-Local Course ID, Course Section ID and two or more different SEIDs, then all records must have the same value in the Education Service Code field.</p>	<p>If Record Type Code = CRSE and Instructional Strategy (9.22) = 400, 500, 600, 650, then Y; Else N</p> <p>If Record Type Code = CRSC, the contents of this field will not be stored in CALPADS</p>		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.21	Language of Instruction Code	CS	2	The Language in which instruction is provided or received. Language is defined as communication through ruled governed systems of spoken, signed, or written words common to a people of the same community or nation.	See Code Set Language		<p>If Record Type Code = CRSE AND If Education Service Code = 1 OR Instructional Strategy = 600 Then must not equal 00 (English) or 37 (Sign Language)</p>	<p>If Record Type Code = CRSE AND Education Service Code = 1 Or Instructional Strategy = 600 Then Y; Else N</p> <p>If Record Type Code = CRSC, the contents of this field will not be stored in CALPADS</p>		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.22	Instructional Strategy Code	CS	3	A coded value representing the Instructional Strategy. Instructional Strategy is defined as a method used to deliver curriculum and instruction.	See Code Set Instructional Strategy	For CRSC, only Instructional Strategy Codes 300 or 700 will be used for certification purposes. All other Instructional Strategy codes will be ignored	1) If Instructional Strategy (9.22) = 400, 500, 600 or 650 then Education Service (9.20) cannot be = 5 (No English Learner Services) or null. 2) If Education Service (9.20) is <> 5 (No English Learner Services) or 6 (Other English Learner Services) and not null, then Instructional Strategy (9.22) cannot be null.	If Record Type Code = CRSE AND If Education Service Code is <> 5 or 6 Then Y Else N		
9.23	Independent Study Indicator	CS	1	An indication of whether or not a course section is taught by way of independent study, which is defined as students working independently, according to a written agreement and under the general supervision of a credentialed teacher. While independent study students follow the district-adopted curriculum and meet the district graduation requirements, independent study offers flexibility to meet individual student needs, interests, and styles of learning. (Education Code sections 51745 et seq.)				Y		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Update able Fields
9.24	Distance Learning Indicator	CS	1	An indication of whether or not Course Section instruction was delivered by way of distance learning. Distance learning is an instructional method in which the pupil and instructor are in different locations and interact through the use of computer and communications technology. Distance learning may include video or audio instruction in which the primary mode of communication between pupil and instructor is instructional television, video, telecourses, or any other instruction that relies on computer or communications technology. (Education Code Section 51865.) Online learning is only one form of distance learning. A “Y” would indicate that a Course is being delivered by way of distance learning. An “N” would indicate that the course is not.		The SEID required for a Distance Learning Course Section is for the classroom monitor.		Y		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.25	Multiple Teacher Code	CS	1	A coded value representing the Multiple Teacher Code. A Multiple Teacher Instruction Strategy is a category describing the strategy used when there is more than one Teacher teaching a Class.	See Code Set Multiple Teacher Instruction Strategy Category		If Record Type Code = CRSE AND If Multiple Teacher Code is populated Then two or more Course Section records with the same Class ID must be submitted with different SEIDs (Exception when SEID = 9999999999)	N If Record Type Code = CRSC, the contents of this field will not be stored in CALPADS		
9.26	Education Program Funding Source Code	CS	4	A coded value representing and Education Program that represents a particular source of previous or current funding. For example, if a course section is or was previously funded specifically with funding from the California Partnership Academies Program.	See Code Set Education Program Funding Source			N		
9.27	CTE Course Section Provider Code	CS	1	A coded value representing the Career Technical Education Course Provider Category. A Career Technical Education Course Provider Category is a category best describing the entity that is providing a Career Technical Education course.	See Code Set Career Technical Education Funding Provider Category			If Course Content Code = 154 or a CTE State Course Code is populated (i.e., 4010-5955) Then Y; Else N		

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
9.28	HQT Competency Code	CS	1	A coded value representing the Content Area Competency Category. Content Area Competency Category is defined as a method best describing the way that an Educator has demonstrated subject matter competence in each NCLB core academic subject taught (or multiple subjects for elementary teachers).	See Code Set Content Area Competency Category			<p>If Record Type Code = CRSE And If NCLB Core Course Instructional Level Code = E (Elementary Core) or S (Secondary Core) Then Y; Else N</p> <p>If Record Type Code = CRSC, the contents of this field will not be stored in CALPADS</p>		