OREGON CLASS ROSTER MANUAL

For the 2023-2024 School Year

This document was produced by the Office of Research, Assessment, Data, Accountability, and Reporting. Please share this document with your colleagues! All or any part of it may be photocopied for educational purposes without permission from the Oregon Department of Education.

TABLE OF CONTENTS

CHANGES IN THE 2023-24 CLASS ROSTER COLLECTION.

- Validation ID 464 has been updated to state:
  - Error if ((ChkDigitInstrctUnitID matches Instructional Unit record) AND (DistInstID, SchlInstID, SchlSctnID, SchlCrsID, CrsCd, CrsBeginDtTxt do not match after leading zeroes are stripped)
    - Starting this year, if the only difference between the IUID record data elements and the Class Roster data elements referred to in this error is leading zeros, then this error will no longer trigger.
- Validation ID 733 has been end dated, and has been replaced by the following four business rules.
  - Validation ID 740 - Error if ((ChkDigitInstrctUnitID, DistInstID, SchlInstID, ChkDigitStdntID, ChkDigitStfID, ClsrmID, ClsPrd, StdntStrtDtTxt) matches AND the StdntEndDtTxt does not match and the TchrStrtDtTxt does not match)
  - Validation ID 741 - Error if ((ChkDigitInstrctUnitID, DistInstID, SchlInstID, ChkDigitStdntID, ChkDigitStfID, ClsrmID, ClsPrd, StdntEndDtTxt) matches AND the StdntStrtDtTxt does not match)
  - Validation ID 742 - Error if ((ChkDigitInstrctUnitID, DistInstID, SchlInstID, ChkDigitStdntID, ChkDigitStfID, ClsrmID, ClsPrd, TchrStrtDtTxt) matches AND the TchrEndDtTxt does not match and the StdntStrtDtTxt does not match)
  - Validation ID 743 - Error if ((ChkDigitInstrctUnitID, DistInstID, SchlInstID, ChkDigitStdntID, ChkDigitStfID, ClsrmID, ClsPrd, TchrEndDtTxt) matches AND the TchrStrtDtTxt does not match))
    - By splitting the single validation ID up into four different business rules, it should provide better feedback to the user on what data elements need to be corrected.

GENERAL INFORMATION

INTRODUCTION

The purpose of the Class Roster Collection is to link teachers and students with instructional courses. Collecting these data makes it possible to identify which students and courses are being taught by each teacher. The Class Roster Collection uses information from the Instructional Unit Identifier (IUID), Unique Staff Identifier (USID) and the Secure Student Identifier (SSID) Collections. Starting with the 2014-15 school year, the Class Roster collection also began being used to calculate class size data for academic subjects, which is reported on the [school and district At-A-Glance Profiles](#) and in [a standalone report](#).

This document is designed to serve as an easy reference tool for those individuals who are responsible for reporting Class Roster data. This manual illustrates how to use the ODE district website to submit data, shows the fields that are used in reporting the data, and offers special guidance regarding the information that may be reported in those fields, as well as how to validate submitted data.

STAFF RESPONSIBILITY AND CONTACT LIST

REGIONAL ESD PARTNERS

The Regional ESD Partner in your region is your primary contact person for submitting the Class Roster data collection. Please contact them if you have questions regarding how to submit the data.

To view the Regional ESD Partners by region, please see the [Data Collections and Accountability Support](#) section.

Name	Email	Phone
Karen Brown Smith	Karen.Brown@imesd.k12.or.us	1-800-706-4447 x3124
Peter Campbell	Peter.Campbell@imesd.k12.or.us	1-800-706-4447 x3203

ODE STAFF

Role	Name	Email	Phone
Class Roster Data Owner	Ryan Clark	Ryan.Clark@ode.oregon.gov	(971) 208-0471
IUID Data Owner	Robin Stalcup	Robin.Stalcup@ode.oregon.gov	(503) 934-0831
Technical Help & SSID/USID merges	ODE Helpdesk	ODE.helpdesk@state.or.us	(503) 947-5715
SSID/USID Data Owner	ODE Helpdesk	ODE.helpdesk@state.or.us	(503) 947-5715
Charter Schools	Kate Pattison	Kate.Pattison@ode.oregon.gov	(503) 947-5691
Class Size/Class Roster Audits	Robin Stalcup	Robin.Stalcup@ode.oregon.gov	(971) 208-0241

REPORTING CALENDAR

The reporting dates for the 2023-24 Class Roster Collections are as follows:

Collection	Collection Open-Close Dates
2023-24 Class Roster Collection	May 2, 2024 – June 28, 2024

Submission to the 2023-24 Class Roster Collection is mandatory. The Class Roster Collection spans a full year, beginning with summer term, followed by fall term, and then spring term. If your district has a winter term, you will report that term to Class Roster as well. The summer term is defined as beginning the day after spring term ends.

Institutions required to submit are ESDs, Schools, School Districts, YCEPs, LTCTs, JDEPs, and Skill Centers.

Once the data have been submitted, ODE will validate these data and notify school districts of the results. Those districts identified as having questionable data will be contacted by ODE and will be given an opportunity to correct their submission during the Audit Review Period. If the collection is closed and you find an error in your submission, contact the data owner or the Regional ESD Partners to request an opportunity to correct the data.

The Review Period of Class Roster occurs after 1 pm on July 11, 2024, through July 19, 2024.

TRAINING AND MATERIALS

TRAINING

A recording of the Class Roster training, along with the training PowerPoint presentation, can be found on ODE's District Class Roster Collection page. If the training has not yet occurred, it will be listed one the District Training page.

DOCUMENTS AND OTHER MATERIALS

The documentation for the Class Roster Collection is located on the Class Roster Collections page.

The documentation for the IUID collection is located on the Instructional Unit Identifier (IUID) System Collections page.

LAWS AND RULES

Topic	Reference
Alternative Education	ORS 336.615-635 and OAR 581-022-2505

Topic	Reference
Class Size Reporting	OAR 581-002-0200
Enrolled House Bill 2644	HB 2644
District Curriculum	OAR 581-022-2030
Pregnant and Parenting	ORS 336.640
Public Charter Schools	ORS 338.005-338.185
Ten-Day Rule, Recording of Absences	OAR 581-023-0006 (4) (b)

BEFORE SUBMITTING TO CLASS ROSTER

The Class Roster Collection is a dependent collection, which means that most of the data contained within the collection has been submitted through other collections. Prior to submitting the Class Roster Collection, you will need to update/submit to the three collections listed below to have accurate information. Please contact your District Security Administrator if you do not have access to any of these collections.

- **Student-Level Collections (SSID)** records must have a Last Activity Date after July 1, 2023 in order to report in Class Roster. Navigate to the SSID collection from the ODE secure district webpage to update your SSID records by: downloading a current SSID file from your student information system, and submitting it to the SSID system. Alternatively, you can also request an SSID production download from the SSID collection application; update the student records on the production download; delete student records that no longer are associated with the login institution and add students that are not in the file but are associated with the login district on the production download; and upload the file through SSID System-Data Submission-File Upload. The SSID collection can be accessed by logging in to the ODE secure district website, and selecting the Consolidated Collections application from the menu. For more information about the SSID collection, please see the Secure Student ID (SSID) Collections page.

- **Staff-Level Collections (USID)** records must have a Last Activity Date after July 1, 2023, in order to report in Class Roster. Navigate to the USID collection from the ODE secure district webpage to update your USID records. To update your USID records: download a current USID file from your staff information system and submit it to the USID system through file upload after ensuring the information is accurate. Alternatively, you can also request a USID production download from the USID collection; update staff records on the production download; delete staff records that are no longer associated with the login institution on the production download; and upload the file through the USID System-Data Submission-File Upload. The USID collection can be accessed by logging in to the ODE secure district website, and selecting the Consolidated Collections applications from the menu. For more information about the USID collection, please see the Unique Staff Identifier (USID) Collections page and the USID User Guide.

- **Staff-Level Collections (IUID)** must be uploaded for the 2022-23 school year in order to report the course in Class Roster. IUIDs do not carry over from one school year to the next. **Be careful not to use last year's**

IUIDs in this year's data submission. See the [Instructional Unit Identifier (IUID) System](#) page for more information on the IUID collection.

REPORTING TO CLASS ROSTER

The information in this section contains the field names for the data submission and the data description. Special help is given to assist the data submitter in reporting the data.

There is an expectation that all data be submitted correctly. ODE may include any submitted data in Federal or State reports, media requests, and other requests submitted under the Freedom of Information Act.

INSTANCES WHEN A CLASS ROSTER RECORD NEEDS TO BE SUBMITTED:

The Class Roster collection must be submitted for all K-12 classes. A class roster must be reported for all regularly assigned classrooms/classes. For self-contained elementary schools, only the homeroom class needs to be submitted for each child.

- **Elementary/Self-Contained Model (K-8)**
  - Report the multiple subject/self-contained courses for each grade.[1]
- **Departmentalized Middle School/JR High (6-8)**
  - Report all instructional courses.
- **High School**
  - Report all instructional courses.
- **District-level programs**
  - Report all instructional courses at the district-level.

Class Roster is an attending-based collection. Attending districts and schools are responsible for ensuring that their students are reported in Class Roster.

- Report all students who attended courses at a public school or program, regardless of their resident district.

INSTANCES WHEN A CLASS ROSTER RECORD DOES NOT NEED TO BE SUBMITTED:

- Breakout or supplemental courses taught in self-contained schools.

---

[1] A self-contained course is one where all four core content areas (language arts, mathematics, science, and social studies) are being taught.

- Study hall, credit received for work-experience, and other non-instructional[2] courses.
- Prekindergarten courses.
- Courses occurring at a community college or university, and taught by college or university faculty.
- Courses lasting fewer than 10 days.

REPORTING TEACHERS

- Teachers should be reported if they have been teaching the class for at least 20 consecutive days.[3]
- The teacher must have been responsible for the course for twenty consecutive weekdays[4], even if the course does not meet on each of those days.

REPORTING STUDENTS

- Students should be reported if they have been enrolled in the class for at least 10 consecutive days.
- Students who withdraw from a class and then re-enroll should be reported with one record for each 10-day or more period of enrollment.
- Student enrollment periods should not be adjusted to account for temporary absences.

ADDITIONAL ITEMS TO NOTE

- Data provided in the IUID, SSID, and USID collections will be compared to Class Roster data and may result in errors if there are discrepancies between the collections.
  - Ensure the correct IUID, SSID, and USID data are being used for each record submission.
- Schools should report courses that they are offering, whether virtually or at the physical location.
- If the school tuitions their students to a public online school, then the online school should be reporting the associated courses.

---

[2] Non-Instructional is defined as non-core courses that do not have a curriculum. Courses like music and P.E. are considered instructional courses and should be submitted for departmentalized schools.

[3] Note: This rule does not apply to courses lasting between 10 and 19 days, for which a teacher must still be reported.

[4] If a teacher of record leaves and the remainder of the class is filled by short-term substitutes who do not meet the qualifications to be reported in Class Roster, continue to report the teacher who left as the teacher of record, even though this teacher is not currently teaching the class. (If a long term substitute fills in, then the long term substitute should be reported). If the school year begins with a short-term substitute (less than 20 consecutive work days) and then the permanent teacher returns, the permanent teacher would be reported as starting on the first day of class, even though the substitute was teaching on that day.

- If the school is contracting with the online school (as a private entity) to use their software to administer courses that are offered by the school, then the school will need to report the associated courses.

- Courses offered by a college or university, whether physical or virtual, do not need to be reported.

- Students receiving tutorial, shared-time, small-group, or other instructional types DO need to be reported, provided they meet the other criteria in this section.

KEY FIELDS

There are five key fields in the Class Roster collection and six key fields in the IUID collection. Each row in the Class Roster will have a unique combination of these five key fields. The definitions of each field is provided in the pages to follow.

CLASS ROSTER KEY FIELDS

More information on the technical components of the Class Roster data elements can be found on the Class Roster File Format document. The Class Roster File Format document can be found on the File Formats Home page of the district site. The Class Roster Key Fields are:

Key Field Name in File Upload	Key Field Name
ChkDigitInstructUnitID	IUID or Instructional Unit Identifier
ChkDigitStfID	USID or Unique Staff Identifier
ChkDigitStdntID	SSID or Secure Student Identifier
StdntStrtDtTxt	Student Start Date
TchrStrtDtTxt	Teacher Start Date

IUID KEY FIELDS

More information on the IUID data elements can be found in the IUID File Format document which can be found on the File Formats Home page. The IUID Key Fields are:

Key Field Name in File Upload	Key Field Name
DistInstID	District Institution Identifier
SchlInstID	School Institution Identifier
SchlSectID	School Section Identifier
SchlCrsID	School Course Identifier
CrsCd	Course Code
CrsBeginDtTxt	Course Begin Date

IUID COLLECTION DATA ELEMENTS

IUID

The IUID data element is a required field and a key field.

Category	Additional Information
File Upload Field Name	ChkDigitInstrctUnitID
Description	ODE assigned Instructional Unit Identifier (IUID).
Special Help	This identifier is assigned by ODE when a record is first submitted to the IUID collection. New IUIDs must be obtained every school year, we may not reuse a prior year's IUID numbers.
	This number is generated by completing the IUID Collection. Once you have completed submitting to the IUID Collection, perform a production download. Follow directions from your Student Information System vendor on how to load the IUID number into your SIS.
	This must be the same IUID that was used in the IUID Collection for this specific class.

DISTRICT INSTITUTION IDENTIFIER

The District Institution Identifier data element is a required field.

Category	Additional Information
File Upload Field Name	DistInstID
Description	ODE assigned Institution Identification Number for ESD or District administering the program or school in which the class being reported is situated.
Special Help	Institution ID numbers can be found using the Institution Lookup Search.

SCHOOL INSTITUTION IDENTIFIER

The School Institution Identifier data element is a required field.

Category	Additional Information
File Upload Field Name	SchlInstID
Description	ODE assigned Institution Identification Number for the program or school where the class being reported is conducted.

Category	Additional Information
Special Help	The school where the course is occurring; e.g. the school offering the class, usually also the attending school for students enrolled in the class. May be the district, for classes offered through a district-level program. For district-level programs that are being housed at a school, the School Institution ID should be the district's Institution ID.
	Must match the value used in IUID and be administratively related to the district institution identifier.
	Institution ID numbers can be found using the Institution Lookup Search.

SCHOOL SECTION IDENTIFIER

The School Section Identifier data element is a required field.

Category	Additional Information
File Upload Field Name	SchlSectID
Description	Identifier that distinguishes the specific instance of a course being reported. This identifier can be any convention used by the institution.
Special Help	Any convention other than 0 (zero) or a series of 0s can be used in this field (zero is seen as a missing field and cannot be used alone). In combination with the SchlCrsID, it should uniquely identify each specific class. This field cannot be edited after initial submission.
	Section identifiers in a Student Information Systems are typically a number or letter/number combination. It is common to see a section identifier like H1. It is advised that you not use the letter "E" in this field as spreadsheets can interpret that as scientific notation and change the value.
	Note: the system will not allow a single-quote ('), double-quote ("), or comma (,) to be entered into this field. This field accepts up to 30 characters.

SCHOOL COURSE IDENTIFIER

The School Course Identifier data element is a required field.

Category	Additional Information
File Upload Field Name	SchlCrsID
Description	Local identifier, assigned by the district, used to uniquely identify the course.
Special Help	The School Course Identifier is the local identifier, assigned by the district. Any convention can be used in this field. It should uniquely identify each specific course. This field cannot be edited after initial submission.

Category	Additional Information
	Course identifiers in Student Information Systems are typically a number or letter/number combination. It is common to see a section identifier like 9THBIO. It is advised that you not use the letter "E" and numbers in this field as spreadsheets can interpret that as scientific notation and change the value. E when used with other letters is fine.
	Note: the system will not allow a single-quote ('), double-quote ("), or comma (,) to be entered into this field. This field accepts up to 30 characters.

COURSE CODE

The Course Code data element is a required field.

Category	Additional Information
File Upload Field Name	CrsCd
Description	National Center for Education Statistics (NCES) code for the course that is being taught in the location identified by the combination of Classroom ID and Class Period. These codes are also known as SCED codes (School Courses for the Exchange of Data), published by NCES.
Special Help	See the 2022-2023 Course Codes for this year's course codes. Oregon has adopted some SCED codes but left out others—you will only be able to submit Oregon-adopted course codes. This field cannot be edited after initial submission.
	Oregon uses self-contained course codes for elementary courses that teach multiple subjects. These should not be reported as individual, subject-specific courses unless they are taught by different teachers.
	The course code 22005 – Tutorial, should be used for supplemental instruction in special education settings only.
	Must match what was entered in IUID.

COURSE BEGIN DATE

The Course Begin Date data element is a required field.

Category	Additional Information
File Upload Field Name	CrsBeginDtTxt
Description	Date the class started.
Special Help	The date format will be MMDDYYYY. This needs to be specific for each class. This field can be edited after initial submission.

Category	Additional Information
	The course begin date must fall on a weekday.
	Must match the value used in IUID.
	The course begin date is the first day the class was held, or the first day of the term as reported in IUID.

LOW GRADE CODE

Category	Additional Information
File Upload Field Name	LoGrdCd
Description	Low grade of content that is being taught in this course.
	This is a required field for course code 23012 and must match the grade level for other self-contained courses (23001-23011).
Special Help	For course codes that do not specify a grade range, this field indicates the lowest grade of content that is being taught in that course. For example, if course code 23012 (self-contained blended) is being used for a class that has 3rd-5th grade content, the lowest grade of content would be 3.
	This code should be the lowest grade of content, not the lowest grade of students enrolled in the course. While these are often synonymous, course information should follow the content of the course. For example, if you have a 7th grade math class that a 6th grade student is enrolled in, the lowest grade code is 7, indicating that this is being taught at the 7th grade level.

HIGH GRADE CODE

Category	Additional Information
File Upload Field Name	HiGrdCd
Description	High grade of content that is being taught in this course.
	This is a required field for course code 23012 and must match the grade level for other self-contained courses (23001-23011).
Special Help	For course codes that do not specify a grade range, this field indicates the highest grade of content that is being taught in that course. For example, if course code 23012 (self-contained blended) is being used for a class that has 3rd-5th grade content, the highest grade of content would be 5.
	This code should be the highest grade of content, not the highest grade of students enrolled in the course. While these are often synonymous, course information should follow the content of the course. For example, if you have a 7th grade math class that an 8th grade student is enrolled in, the highest grade code is 7, indicating that this is being taught at the 7th grade level.

SSID COLLECTION DATA ELEMENTS

IMPORTANT: SSID records must have been updated during the 2023-2024 school year in order to report in Class Roster.

SECURE STUDENT IDENTIFIER (SSID)

The Secure Student Identifier data element is a required field and a key field.

Category	Additional Information
File Upload Field Name	ChkDigitStdntID
Description	ODE assigned Secure Student Identifier (SSID).
Special Help	Students must have an SSID number in order to be reported in the Class Roster Collection. The student's information must be updated for the collection year in order to report the student in the data collection.
	Any student who is enrolled in a class for at least 10 school days needs to be reported.
	Common errors:
	Duplicate SSID Merged to Parent – this means the student already had an SSID number and a second SSID number was created. The ODE Helpdesk merged the second SSID record with the original SSID record. Use the original SSID number to report the student.
	If the record should not have been merged because these are two different students, contact the ODE Helpdesk to have them unmerge the records.

DISTRICT/LOCAL STUDENT IDENTIFIER

The District/Local Student data element is an optional field.

Category	Additional Information
File Upload Field Name	DistStdntID
Description	Identifier, assigned by the district, used to uniquely identify the student.
Special Help	Any convention can be used in this field. It should uniquely identify a student.
	An example of this would be a school ID assigned to the student.
	This field is one of the demographic fields that must match between Class Roster and SSID. Those fields are: Student Date of Birth, Student SSN, Student Gender, District Student Identifier, and Student Legal Last Name. At least 3 of them must match to avoid an error.

STUDENT PARTIAL SOCIAL SECURITY NUMBER

The Student Partial Social Security Number data element is an optional field.

Category	Additional Information
File Upload Field Name	StdntSSN
Description	Last four (4) digits of the Social Security Number of the student.
Special Help	This field is one of the demographic fields that must match between Class Roster and SSID. Those fields are Birth date, Student SSN, Gender, District Student Identifier, and Student Legal Last Name. At least 3 of them must match to avoid an error.

STUDENT LEGAL LAST NAME

The Student Legal Last Name data element is a required field.

Category	Additional Information
File Upload Field Name	StdntLglLNm
Description	Legal last name of the student.
Special Help	If a student changes their last name, the student's SSID record must be updated with the new name prior to submitting in Class Roster. The student will be reported with the new name during the reporting period following the name change in the SSID record. The student's previous name will be displayed in the SSID history record. Districts need to verify (through legal documentation from the student's parent or guardian) and document name changes prior to editing the SSID record.

This field is one of the demographic fields that must match between Class Roster and SSID. Those fields are: Student Date of Birth, Student SSN, Student Gender, District Student Identifier, and Student Legal Last Name. At least 3 of them must match to avoid an error. |

STUDENT DATE OF BIRTH

The Student Date of Birth data element is a required field.

Category	Additional Information
File Upload Field Name	StdntBirthDtTxt
Description	Date the student was born.
Special Help	The date of birth format will be MMDDYYYY. This date should be the student's actual birth date. The date the student was born should not be revised unless it was incorrectly submitted when the SSID record was created. The correction should be verifiable by official documentation from the student's parent or guardian. If the SSID reflects a different birth date, and the original birth date was not submitted by your district, it may be that the SSID actually belongs to a different student. This field is one of the demographic fields that must match between Class Roster and SSID. Those fields are: Student Date of Birth, Student SSN, Student Gender, District Student Identifier, and Student Legal Last Name. At least 3 of them must match to avoid an error.

STUDENT GENDER CODE

The Student Gender Code data element is a required field.

Category	Additional Information
File Upload Field Name	StdntGndr
Description	Code indicating the gender of the student.
Special Help	This field is one of the demographic fields that must match between Class Roster and SSID. Those fields are: Student Date of Birth, Student SSN, Student Gender, District Student Identifier, and Student Legal Last Name. At least 3 of them must match to avoid an error.

USID COLLECTION DATA ELEMENTS

IMPORTANT: USID records must have been updated during the 2023-24 school year in order to report in Class Roster.

UNIQUE STAFF IDENTIFIER (USID)

The Unique Staff Identifier (USID) data element is required and is a key field.

Category	Additional Information
File Upload Field Name	ChkDigitStfID
Description	ODE Unique Staff Identifier.
Special Help	Staff must have a USID number in order to be reported in the Class Roster data collection. The staff member's information must be updated for the current school year in order to report the staff member in the data collection.
	Any teacher that teaches the class for at least 20 consecutive days needs to be reported.
	For courses that are 10-19 days, the teacher must still be reported.
	Common errors:
	Merged USID error – this means the staff already had an USID number and a second USID number was created. The ODE Helpdesk merged the second USID record with the original USID record. Use the original USID number to report the staff.

EMPLOYER STAFF IDENTIFIER

The Employer Staff Identifier data element is an optional field.

Category	Additional Information
File Upload Field Name	EmplyrStaffID
Description	Identifier assigned by the employer used to identify the staff member. This identifier should be unique within the employer's system.
Special Help	Any convention can be used in this field. It should uniquely identify the staff member in the employer's system.
	This field is one of the demographic fields that must match between Class Roster and USID. Those fields are: Teacher Date of Birth, Teacher Partial Social Security Number, Teacher Gender, Employer Staff Identifier, and Teacher Legal Last Name. At least 3 of them must match to avoid an error.

TEACHER PARTIAL SOCIAL SECURITY NUMBER

The Teacher Partial Social Security Number data element is an optional field.

Category	Additional Information
File Upload Field Name	StfSSN
Description	Last four (4) digits of Social Security Number of staff.
Special Help	This field is one of the demographic fields that must match between Class Roster and USID. Those fields are: Teacher Date of Birth, Teacher Partial Social Security Number, Teacher Gender, Employer Staff Identifier, and Teacher Legal Last Name. At least 3 of them must match to avoid an error.

TEACHER LEGAL LAST NAME

The Teacher Legal Last Name data element is a required field.

Category	Additional Information
File Upload Field Name	StfLNm
Description	Legal last name of the staff member.
Special Help	If a staff member changes their last name, the staff member's USID record will need to be updated with the new name prior to submitting in Class Roster. The staff member will be reported with the new name during the reporting period following the name change in the USID record.
	This field is one of the demographic fields that must match between Class Roster and USID. Those fields are: Teacher Date of Birth, Teacher Partial Social Security Number, Teacher Gender, Employer Staff Identifier, and Teacher Legal Last Name. At least 3 of them must match to avoid an error.

TEACHER DATE OF BIRTH

The Teacher Date of Birth data element is a required field.

Category	Additional Information
File Upload Field Name	StfBirthDtTxt
Description	Date the staff member was born.
Special Help	The date of birth format will be MMDDYYYY. This date should be the staff member's actual birth date. The date the staff member was born should not be revised unless it was incorrectly submitted when the USID record was created.

Category	Additional Information
	This field is one of the demographic fields that must match between Class Roster and USID. Those fields are: Teacher Date of Birth, Teacher Partial Social Security Number, Teacher Gender, Employer Staff Identifier, and Teacher Legal Last Name. At least 3 of them must match to avoid an error.

TEACHER GENDER CODE

The Teacher Gender Code data element is a required field.

Category	Additional Information
File Upload Field Name	StfGndr
Description	Code indicating the gender of the staff member.
Special Help	This field is one of the demographic fields that must match between Class Roster and USID. Those fields are: Teacher Date of Birth, Teacher Partial Social Security Number, Teacher Gender, Employer Staff Identifier, and Teacher Legal Last Name. At least 3 of them must match to avoid an error.

POSITION CODE

The Position Code data element is a required field.

Category	Additional Information
File Upload Field Name	PstnCd
Description	Code describing the position filled by the staff member or the function most similar to the staff member's duties.
Special Help	The most commonly used Position Codes are as follows: 05 Head Teacher 08 Teacher 10 School Counselor 11 Other Licensed Staff 22 Special Education Teacher 23 Special Education Physical Education Teacher (PE) See Appendix for all available Position Codes.

CLASS ROSTER DATA ELEMENTS

STUDENT START DATE

The Student Start Date data element is required and is a key field.

Category	Additional Information
File Upload Field Name	StdntStrtDtTxt
Description	Date the student began receiving instruction for the IUID. This date should not account for temporary absences of the student. This date may, or may not, coincide with the IUID begin date depending on whether or not the student's enrollment began on the first day of the class.
Special Help	The date format is MMDDYYYY. The date needs to reflect when the student began receiving instruction. It cannot be before the Course Begin Date (CrsBeginDtTxt) as identified in the IUID.
	Please note that in Web Submission the Student Start Date automatically populates with the Course Start Date from the IUID. You will need to edit as necessary.
	The student start and end dates must fall between the IUID course begin and end dates.
	The student has to be enrolled in the class for at least 10 days to be reported. Students who withdraw from a class and later re-enroll will need multiple records with the same IUID – one for each continuous period of enrollment in a class.
	The student start date should be the first day of enrollment. If the student is not present within the first ten days after enrollment, the student start date should be moved to the actual first day of attendance.

STUDENT END DATE

The Student End Date data element is a required field.

Category	Additional Information
File Upload Field Name	StdntEndDtTxt
Description	The first weekday following the last day of enrollment in the class. This date should not account for temporary absences of the student. This date may, or may not, coincide with the IUID Course End Date depending on whether or not the student was enrolled through the end of the class.

Category	Additional Information
Special Help	The date format is MMDDYYYY. The date needs to reflect the first weekday following the last day the student received instruction. If the student was enrolled in a course through the last day of the course, the student end date will be the weekday following the last day of the course, which should be identical to the course end date for the IUID record in the IUID collection.
	Students whose last day of instruction is on a Friday should have the following Monday listed as their Student End Date.
	The Student End Date cannot be after the Course End Date (CrsEndDtTxt) as identified in the IUID. If you need to update the course end date in the IUID collection, contact the IUID Data Owner or your Regional ESD Partner.
	Please note that in Web Submission the Student End Date automatically populates with the Course End Date from the IUID. You will need to edit as necessary.
	The student start and end dates must fall between the IUID course begin and end dates.
	The student has to be enrolled in the class for at least 10 school days to be reported.

TEACHER START DATE

The Teacher Start Date data element is required and is a key field.

Category	Additional Information
File Upload Field Name	TchrStrtDtTxt
Description	Date the teacher began administering instruction for the IUID. This date should not account for the temporary absences of the teacher.
Special Help	The date format is MMDDYYYY. The date needs to reflect when the teacher began teaching the course. This date may, or may not, coincide with the IUID course start date depending on whether or not the teacher taught through the end of the course. However, It cannot be before the Course Begin Date (CrsBeginDtTxt) as identified in the IUID.
	Please note that in Web Submission the Teacher Start Date automatically populates with the Course Start Date from the IUID. You will need to edit as necessary.
	The teacher start and end dates must fall between the IUID course begin and end dates.
	The teacher has to be responsible for the class for at least 20 consecutive days to be reported.

Category	Additional Information
	The teacher start date should be the first day the teacher taught the class, or the first day of the term if the teacher was responsible for the entire duration of the class.

TEACHER END DATE

The Teacher End Date data element is a required field.

Category	Additional Information
File Upload Field Name	TchrEndDtTxt
Description	The first weekday following the last day the teacher administered instruction for the IUID. This date should not be adjusted to account for the temporary short-term absence of the teacher.
Special Help	The date format is MMDDYYYY. The date needs to reflect the first weekday following the last day the teacher administered instruction for this course. If the teacher administered instruction through the last day of the course, the teacher end date will be the weekday following the last day of the course, which should be identical to the course end date for the IUID record in the IUID collection.

Teachers whose last day of administering instruction is on a Friday should have the following Monday listed as their Teacher End Date.

The Teacher End Date cannot be after the Course End Date (CrsEndDtTxt) as identified in the IUID.

Please note that in Web Submission the Teacher End Date automatically populates with the Course End Date from the IUID. You will need to edit as necessary.

The teacher start and end dates must fall between the IUID course begin and end dates.

The teacher has to be responsible for the class for at least 10 days to be reported. For courses lasting 20 days or longer, the teacher should be responsible for the class for at least 20 days to be reported. |

CLASSROOM ID

The Classroom ID data element is a required field.

Category	Additional Information
File Upload Field Name	ClsRmID
Description	ID for the room the class is held in.
Special Help	Any convention can be used in this field, as long as it uniquely identifies a room within the school. The maximum number of characters for this field is 20. Room IDs are typically a number or letter/number combination. It is common to see a Room ID like ROOM1A. See the Classroom ID and Class Period Tips section for more information on these fields. **Special circumstances:** • If you have an instance where multiple independent classes are occurring in the same common space (four independent classes all scheduled in different parts of a single, large room like a gym, for example), add a number to the end of the classroom identifier to distinguish these classes as independent courses (for example: Library1, Library2, etc.). This allows us to identify them as different classes rather than as one very large class. (This does not apply to online courses.) • If you are reporting a distance-learning course that is taught via the web you may choose to use the identifier WEBONLY### in this field. Use a number from 001 to 999 to replace the "###" so as to provide a unique classroom ID for each course. o The IUID collection has recently added a field called the Online Course Flag. This is a better way to determine which courses are being taught online. If using the WEBONLY### nomenclature is working for your district, you do not need to change it, but it is no longer necessary. Courses that have allotted time intended for students to work on the computer with a web-based course are not considered WEBONLY. When these courses have a physical location outside of the home, they should be coded with the classroom ID for the room in which they take place.

CLASS PERIOD

The Class Period data element is a required field.

Category	Additional Information
File Upload Field Name	ClsPrd
Description	ID for the period in which the course is held.
Special Help	Any convention can be used in this field, as long as it uniquely identifies a class period. The maximum number of characters for this field is 20. Period IDs are typically a number or letter/number combination. It is common to see a Period ID like PRD5B. See the Classroom ID and Class Period Tips section for more information on these fields. **Special circumstances:** • Departmentalized instruction on an alternating (A/B) schedule: A unique identifier must be used for each period. For example, a school that offers 8 periods total, but only 4 per day, might choose to use class periods PRD1A, PRD2A, PRD3A, PRD4A, PRD1B, PRD2B, PRD3B, and PRD4B in order to uniquely identify all 8 periods. Even though PRD1A and PRD1B in this example occur at the same time of day, they must be identified separately if they occur on different or alternating days, in order to avoid being considered one single class for the purposes of class size reporting. • Self-contained or full-day courses: Schools that do not have separate class periods, or schools reporting only homeroom classes, may use any identifier they choose for the class period. Some schools may choose to use "DAY" or "FULLDAY" for this circumstance. • Distance-learning courses for which no regular period is assigned: Schools may use any identifier they choose, provided that, in combination with the Classroom ID, it uniquely identifies the class taking place.

CLASSROOM ID AND CLASS PERIOD TIPS

Classroom ID and Class Period were new fields to the Class Roster collection beginning in 2014-15. It is important that these fields are submitted accurately for all records, as they will be central to the Class Size calculations.

The fields accept up to 20 characters. Alphanumeric characters and some symbols (such as periods, slashes, asterisk, question marks, and hyphens) are allowed. ODE recommends limiting your submissions to alphanumeric characters when possible. In order to avoid possible conflicts with other programs you may use to manipulate the data, see Classroom ID and Class Period Tips below.

Although districts may use any identifiers they wish for classrooms and class periods, within the character limits, following these tips may streamline the reporting process.

The following types of identifiers may be automatically converted to a different format if you open your file in Microsoft Excel or other spreadsheet programs, which can cause problems if you then upload the converted format instead of the original identifier.

Known Problem	Data as entered	Unwanted Conversion	What you get as output
Identifiers using numbers in combination with the letter 'e'	324e02	Assumed by software to be scientific notation	3.24E+04
Identifiers using numbers separated by hyphens or dashes	1-1 or 03-02	Assumed by software to be dates	Jan-1 or Mar-2
Numeric only IDs that are 12 digits or more	16549812789128 or 12345678910	Software will convert to scientific notation	1.65498E+13 or 1.2345E+10

Single quotes should be avoided for any field other than the Student Legal Last Name or the Teacher Legal Last Name fields.

Additionally, while spaces are allowed in your identifiers, some districts have encountered difficulty matching that formatting exactly when trying to update those records at a later date. For example, if your classroom identifier is Basement – 1, staff may have difficulty visually distinguishing that from Basement-1, Basement - 1, or Basement -1. All four of these examples use different numbers of spaces and/or different dash characters, and so would be considered unique, non-matching identifiers by ODE.

Although the same Classroom ID and Class Period can be used for more than one IUID (in the event that two courses are being taught together, for example), each IUID may have only one Classroom ID and Class Period.

Allowed:

IUID	Classroom ID	Class Period
104	Gym	Per4
104	Gym	Per4
880	Gym	Per4
880	Gym	Per4

Not Allowed:

IUID	Classroom ID	Class Period
104	Gym	Per4
104	Gym	BlockB
104	Room104	Per4
104	Gym	Per4

SCENARIOS

ELEMENTARY SCHOOL

At Clover Pass Elementary School (inst 8813), Ms. Rose (USID 999000) teaches 3rd grade in Room 103. The class runs for the entire school year. The school year starts September 4, 2023 and ends June 12, 2024. Melissa Frank (SSID 111000) was a 3rd grader in Ms. Rose's Class. Ms. Rose was the teacher for the entire year.

IUID RECORD:

ChkDigit Instrct UnitID (IUID)	DistInstID	SchlInstID	SchlSectID	SchlCrsID	CrsCd	CrsBeginDtTxt	CrsEndDtTxt	LoGrdCd	HiGrdCd
112233	8889	8813	3Rose	HMRMELEM	23006	09042023	06122024	3	3

CLASS ROSTER RECORD:

Note that each student in Ms. Rose's class would need to be included in Class Roster. This example is for just one student's record. Although the example is divided into multiple rows for clarity, all these fields would be part of a single record in Class Roster.

IUID FIELDS (MUST MATCH THE FIELDS USED IN THE IUID CREATED ABOVE)

IUID	DistInstID	SchlInstID	SchlSectID	SchlCrsID	CrsCd	CrsBeginDtTxt	LoGrdCd	HiGrdCd
112233	8889	8813	3Rose	HMRMELEM	23006	09042023	3	3

SSID FIELDS:

ChkDigitStdntID	DistStdntID	StdntSSN	StdntLglLNm	StdntBirthDtTxt	StdntGndr
111000	789123	1234	Frank	07042015	F

USID FIELDS:

ChkDigitStfID	EmplyrStaffID	StfSSN	StfLnM	StfBirthDtTxt	StfGndr	PstnCd
999000	4566123	4567	Rose	05231984	F	8

CLASS ROSTER-SPECIFIC FIELDS:

StdntStrtDtTxt	StdnEndDtTxt	TchrStrtDtTxt	TchrEndDtTxt	ClsRmID	ClsPrd
09042023	06122024	09042023	06122024	CP103	1

MIDDLE SCHOOL

At Red River Middle School (inst 8815), Mr. Smith (USID 789011) teaches 8th grade Math during periods 1, 2, 3, 4 and 6 in Room 201. The class runs the entire school year. The school year is September 4, 2023 through June 13 2024. Craig McCleary (SSID 707070) transferred from another school to Mr. Smith's 1st period class. His start date was October 3, 2022. Mr. Smith was the teacher for the entire year.

IUID RECORD

Mr. Smith's 1st period 8th grade math class. Note that each period of math mentioned above will need its own IUID record.

ChkDigitInstrctUnitID (IUID)	DistInstID	SchlInstID	SchlSectID	SchlCrsID	CrsCd	CrsBeginDtTxt	CrsEndDtTxt
8899888	8889	8815	Math8_1_201	Math8	02038	09042023	06132024

CLASS ROSTER RECORD

This record is for Craig McCleary's enrollment in Mr. Smith's 1st period Math 8 class. Note that each student in Mr. Smith's class would need to be included in Class Roster, with their own start and end dates that do not necessarily match Craig McCleary's. Although the example is divided into multiple rows for clarity, all of these fields would be part of a single record in Class Roster.

IUID FIELDS

These fields must match the fields used in the IUID created above

IUID	DistInstID	SchlInstID	SchlSectID	SchlCrsID	CrsCd	CrsBeginDtTxt
8899888	8889	8815	Math8_1_201	Math8	02038	09042023

SSID FIELDS

ChkDigitStdntID	DistStdntID	StdntSSN	StdntLglLNm	StdntBirthDtTxt	StdntGndr
707070	789456	1598	McCleary	051320010	M

USID FIELDS

ChkDigitStfID	EmplyrStaffID	StfSSN	StfLnM	StfBirthDtTxt	StfGndr	PstnCd
789011	46781	7532	Smith	03091968	M	8

CLASS ROSTER-SPECIFIC FIELDS

StdntStrtDtTxt	StdnEndDtTxt	TchrStrtDtTxt	TchrEndDtTxt	ClsRmID	ClsPrd
10032022	06132024	09042023	06132024	201RRMS	1STPER

HIGH SCHOOL

At Diamond High School (inst 8819), Mrs. Decker (USID 45654) teaches section 12 of Algebra 1 in Room 115 during 4th period. Algebra 1 runs for a semester, January 8, 2024 – June 3, 2024.

IUID RECORD

This example looks at an Algebra 1 course in a hypothetical section 12.

IUID	DistInstID	SchlInstID	SchlSectID	SchlCrsID	CrsCd	CrsBeginDtTxt	CrsEndDtTxt
7789513	8889	8819	Alg1_12	Alg1	02052	01082024	06032024

CLASS ROSTER RECORDS

Alisha Grier (SSID 890890) was in Mrs. Decker's section 12 Algebra 1 class all year. Mrs. Decker went on maternity leave on March 18, 2024; her last day in the classroom was March 15th. **It should be noted that when a teacher stops providing instruction, the TchrEndDtTxt must reflect the change.**

IUID FIELDS

IUID	DistInstID	SchlInstID	SchlSectID	SchlCrsID	CrsCd	CrsBeginDtTxt
7789513	8889	8819	Alg1_12	Alg1	02052	01082024

SSID FIELDS

ChkDigitStdntID	DistStdntID	StdntSSN	StdntLglLNm	StdntBirthDtTxt	StdntGndr
890890	84361	1793	Grier	12152009	F

USID FIELDS

ChkDigitStfID	EmplyrStaffID	StfSSN	StfLnM	StfBirthDtTxt	StfGndr	PstnCd
45654	4568	9713	Decker	09031985	F	8

CLASS ROSTER-SPECIFIC FIELDS

StdntStrtDtTxt	StdnEndDtTxt	TchrStrtDtTxt	TchrEndDtTxt	ClsRmID	ClsPrd
01082024	06032024	01082024	03182024	000115	P4

Mr. Plum (USID 999111), a long-term sub, was brought in to replace Mrs. Decker. He taught the course March 18, 2024 through the end of the year. His time spent teaching the class is reported under the same IUID. The SSID and IUID fields used on his class roster records would be identical to those used on Mrs. Decker's records. Student Start and End Dates would reflect the total enrollment of each student in the course (including any time that they were taught by Mrs. Decker). Like Mrs. Decker, Mr. Plum needs one record per student taught, so adding him as a teacher could as much as double the number of records needed to report this class.

IUID FIELDS

IUID	DistInstID	SchlInstID	SchlSectID	SchlCrsID	CrsCd	CrsBeginDtTxt
7789513	8889	8819	Alg1_12	Alg1	02052	01082024

SSID FIELDS

ChkDigitStdntID	DistStdntID	StdntSSN	StdntLglLNm	StdntBirthDtTxt	StdntGndr
890890	84361	1793	Grier	12152009	F

USID FIELDS

ChkDigitStfID	EmplyrStaffID	StfSSN	StfLnM	StfBirthDtTxt	StfGndr	PstnCd
999111	1598	8521	Plum	10151984	M	8

CLASS ROSTER-SPECIFIC FIELDS

StdntStrtDtTxt	StdntEnd**Dt**Txt	**TchrStrtDtTxt**	**TchrEndDtTxt**	**ClsRmID**	**ClsPrd**
01092023	06032023	03182023	06032024	000115	P4

ONLINE/TUTORIAL CLASS ROSTER REPORTING GUIDANCE

Note: These examples are not intended to include all possible situations. If your school has a unique situation that does not fit into these examples, please contact the Class Roster data owner or your regional ESD partners for guidance.

ONLINE

1) Students taking online classes from home or a non-classroom location

If a teacher teaches the same subject to the same set of students (e.g. students are all on the same class list and classes are not distinguishable from each other), they can be grouped into one class by using the same Classroom and Class Period combination. However, if the teacher teaches the same subject to different sets of students (e.g. students are separated out into separate class lists, these sets of students are monitored separately by the teacher, and the different sets of students do not interact with each other for that particular course), each set should be broken down into its own class by using a different combination of Classroom and Class Period. See the example data below.

IUID	Course	Teacher	Student	Classroom	Class Period
11111	Chemistry	Smith	Jones	Webonly001	Day
11111	Chemistry	Smith	Martinez	Webonly001	Day
44444	Algebra	Miller	Jones	Webonly002	Day
55555	Writing	Freeman	Martinez	Webonly003	Day

2) Students taking online classes in a school/classroom location during the same class period

If students are grouped in the same physical classroom taking the same class from the same teacher of record at the same time, the classroom should be identified as the classroom being used (not webonly), and this classroom and the class period should be the same for all students using this IUID with this teacher and timeframe.

Note: If an aide is monitoring the class and the teacher of record is not physically present, the teacher of record is still the teacher being reported in Class Roster, not the aide.

IUID	Course	Teacher	Student	Classroom	Class Period
11111	Chemistry	Smith	Jones	Lab1	Per1

IUID	Course	Teacher	Student	Classroom	Class Period
11111	Chemistry	Smith	Martinez	Lab1	Per1
11111	Chemistry	Smith	Peterson	Lab1	Per1

3) Students taking online classes in a school/classroom location during the same class period with different teachers

If the teacher of record is an online teacher who is not physically present with the students, and the students are all taking different coursework from different online teachers in this manner but are physically located in the same classroom at the same time, the classroom id and class period should remain the same since they are all in the same room under the supervision of a single staff member at the same time. Note, however, that the teacher reported in class roster is the teacher of record teaching the class, not the staff member monitoring the lab.

Do not use the dropout prevention course code to report core content instruction, even if it is credit recovery. All credit recovery courses need to use the course code for the content area of the credit being recovered.

IUID	Course	Teacher	Student	Classroom	Class Period
11111	Chemistry	Smith	Jones	Lab1	Per1
11111	Chemistry	Smith	Martinez	Lab1	Per1
22222	English	Freeman	Jones	Lab1	Per1
44440	Algebra	James	Martinez	Lab1	Per1
44440	Algebra	James	Peterson	Lab1	Per1
44444	Algebra	Miller	Jones	Lab1	Per1
55555	World History	Freeman	Martinez	Lab1	Per1
55555	World History	Freeman	Peterson	Lab1	Per1

TUTORIAL/PACKET INSTRUCTION

NOTE: In all tutorial scenarios, do not use the tutorial course code to report core content instruction. The course code 22005 – Tutorial, should be used for supplemental instruction in special education settings only.

1) Students receiving packet instruction in the same classroom with the same teacher but for different core subjects (non-study hall)

Students who are in the same classroom but working on different core content classes and supervised by the same licensed staff member (tutorial or packet instruction) should be reported with the same classrooms but unique IUIDs.

Example:

Students Jones, Martinez, and Peterson are all in Classroom 20 working on packet instruction with their teacher, Mrs. Smith. Jones is working on Chemistry and Algebra. Martinez is studying English. Peterson is working on World History. Since all of these students are physically located in the same classroom with the same teacher, they would be considered to be in one class, using the same Classroom and Class Period combination, even though they are studying different core content materials.

IUID	Course	Teacher	Student	Classroom	Class Period
11111*	Chemistry	Smith	Jones	Rm20	Per1
44444	Algebra	Smith	Jones	Rm20	Per1
22222	English	Smith	Martinez	Rm20	Per1
55555	World History	Smith	Peterson	Rm20	Per1

2) Students receiving packet instruction in the same classroom with different teachers in core subjects (non-study hall)

Students who are in the same physical classroom but working on different core content classes and supervised by different licensed staff members (tutorial or packet instruction) should be reported like team teaching.

Example:

Students Jones and Martinez are both in Classroom 102 working on packet instruction with different teachers. Mrs. Smith is helping them with Chemistry, and Mr. Miller is helping them with Algebra. Since these students and teachers are in the same classroom at the same time, they would be considered to be in one class, using the same Classroom and Class Period combination, even though they are studying different core content materials with multiple teachers.

IUID	Course	Teacher	Student	Classroom	Class Period
11111*	Chemistry	Smith	Jones	102	Per1
44444	Algebra	Miller	Jones	102	Per1
11111	Chemistry	Smith	Martinez	102	Per1
44444	Algebra	Miller	Martinez	102	Per1

3) Students receiving at home or in school tutorial (1 teacher and 1 student) instruction

Students who are working on core content courses at home or in school with only one teacher and one student (tutorial instruction) should not be reported with the same classroom/class period combination as another student. Each student should receive a unique IUID for each course taken, even if the course code is the same as another student receiving tutorial instruction in that subject. If a student is being tutored in multiple subjects, that student should use the same classroom/class period combination per subjects, but the IUID must be unique per course code.

Example:

IUID	Course	Teacher	Student	Classroom	Class Period
11111	Chemistry	Smith	Jones	Hm1	Day
44444	Algebra	Smith	Jones	Hm1	Day
11110	Chemistry	Smith	Martinez	Hm2	Day

If students are receiving supplemental instruction instead of core subjects, a tutorial course code (22005) may be used, but each student receiving tutorial instruction should still be reported with a unique IUID and classroom/class period combination. The Tutorial Course code (22005) may only be used for Special Education tutorial courses. All others should be submitted using the course code of the subject in which the student is receiving instruction.

STEP-BY-STEP REPORTING

Data submission for the Class Roster Collection is done in much the same way that it is for other staff collections; data can be submitted one class at a time (Web Submission) or in one large file containing many classes (File Upload).

Web Submission is more error proof than File Upload. However, it is much more time consuming. For large submissions, File Upload is recommended. It is also possible to submit data using a combination of these two methods, if your SIS does not handle a small number of courses correctly.

Data submission and error reviews must be completed before the end of the reporting window. Do not wait until the last minute to upload the data because upload or website errors can occur.

SUBMITTING THE DATA

1. Go to the ODE district webpage and log in to the Central Login Application. Select the Consolidated Collections application.

   A. If you forgot your user name, contact the ODE helpdesk at 503-947-5715 or ode.helpdesk@ode.state.or.us or you can contact your District Security Administrator.

   B. If you do not have permission to log in, or you do not have access to the application or collection, contact your District Security Administrator. Find your District Security Administrator.

   C. If the collection is not currently open, but you need to make a correction or addition, please contact the data owner or your regional ESD partners.

2. Under Staff Collections, select Class Roster, Data Submission and either File Upload or Web Submission. These directions assume you have already updated the SSID, USID, IUID systems and are using current year IUIDs.

Your screen should look like the one shown below.

FILE UPLOAD

1. Under Staff Collections → Class Roster, select Data Submission → File Upload.

2. If needed you can manually create a file to upload using the CSV File Template found on the Class Roster Collections page.

3. Ensure that all data fields are updated to fit system allowances, in regards to allotted length and special characters. Required fields must also be correctly entered and formatted for the file to upload successfully. Use the Class Roster File Format, which can also be found on the File Formats Home page, to review these requirements.

4. Once you have completed the data within the .CSV file template, save the file to your desktop in a secure location. You will need to upload the file using the File Upload option under Data Submission.

5. Once your data have been submitted, you will see your file status under Error Management, Review Queue.

6. For assistance with the upload process, please contact the ODE Helpdesk or your Regional ESD Partner.

WEB SUBMISSION

1. Under Staff Collections, Class Roster, select Data Submission, Web Submission.

2. You have the ability to Search for the IUID record through: **Course Code, IUID, Institution(s), School Section ID, School Course Identifier,** or any combination of these fields;

    OR

    You can click on **Search** without filling in any specifics, and all the current year's IUID records for your institution will populate.

Class Roster 18-19   Contact: Ryan Clark 503.947.5632   Due Date: 04/15/2019

Data Submission | Error Management | Record Management

File Upload | **Web Submission**

Class Roster IUID Search

IUID Search Results

|	IUID	District Inst ID	School Inst ID	Local Master Schedule ID	School Section ID	School Course_ID	Course Code	Low Grade Code	High Grade Code	Course Begin Date	Course End Date	Scheduled Instructional Minutes	Distance Learning Flag	Alternative Education Setting Flag	Last Activity
✓	9658106	9999	1111	000000000000000	ELEM1	15KG	002111	00	00	2/20/2019	6/13/2019	0	N	N	12/6/2018 9:51:52 AM
✓	9658289	9999	1111	000000000000002	2	2	001054	00	00	2/4/2019	2/28/2019	0	N	N	2/6/2019 4:14:48 PM
✓	9658297	9999	1111	000000000000000	7/8 Fam/Consum	7/8 Fam/Consum	019252	00	00	9/5/2018	6/7/2019	0	N	N	2/8/2019 10:45:01 AM
✓	9658300	9999	1111	000000000000000	5th Hlth/PE	5th Hlth/PE	008101	00	00	9/5/2018	6/7/2019	0	N	N	2/8/2019 11:01:54 AM
✓	9658319	9999	1111	000000000000000	K-4 PE	K-4 PE	008039	00	00	9/5/2018	6/7/2019	0	N	N	2/8/2019 11:02:03 AM

3. Select the IUID to which you would like to add teachers and/or students by clicking on the green checkmark.

4. You must type in the Classroom ID and Class Period associated with this record.

Data Submission | Error Management | Record Management

File Upload | **Web Submission**

Class Roster IUID Search

IUID Search Results

Select Teachers

Class Room ID: Room14   Class Period: 14

Pending Teachers   **Submit Teachers (0)**

| USID	Teacher First Name	Teacher Last Name		Edit	USID	Teacher First Name	Teacher Last Name	Start Date	End Date
				No Teachers selected for submission					

5. Add at least one teacher record:

    A. Find the Teacher(s) by searching for USID, Teacher First Name, Teacher Last Name, or from the populated list.

    B. Select the Teacher by clicking on the Teacher's record and dragging it over to the **Submit Teachers** screen. See below screenshot. You can drag multiple teachers over if they team

taught the course or if multiple teachers taught that course throughout the class (adjust the date by teacher accordingly).

C. If a teacher is no longer at your district, but you need to report them in class roster, you can search for their USID at the bottom of this page (not included on this screenshot, but similar to SSID screenshot on the next page).
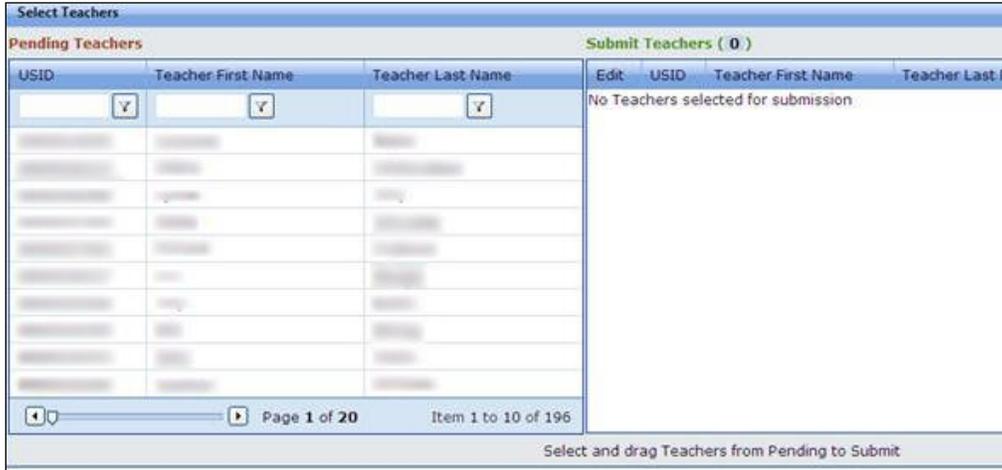

6. Add/edit the other teacher fields for the teacher record selected (position code, start date, and end date).

A. Select the correct Position Code (Code describing the position filled by the staff member or the function most similar to the staff member's duties) from the drop down menu.

B. Start and End Date pre-populates to the IUID Course Begin and End Date; adjust if necessary.

C. Click the blue checkmark button to **Update**.
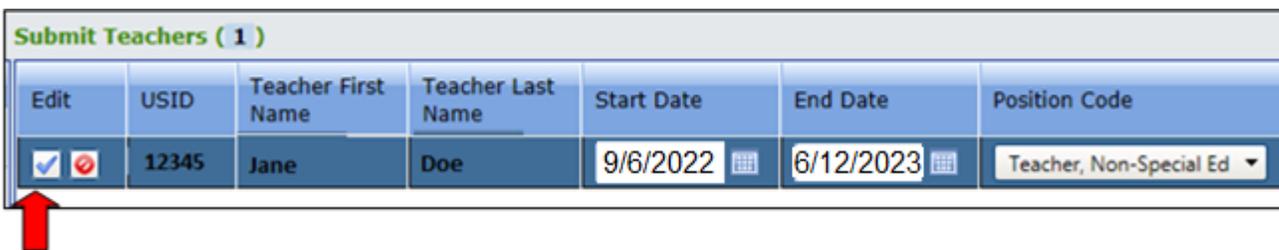
7. Add at least one student.

A. Find the student(s) by searching for SSID, Student First Name, Student Last Name, or by selecting from the populated list.

B. Select the Student by clicking on the Student's record and dragging it over to the **Submit Students** screen. Alternatively, you can type in the student's SSID number in the Enter SSID box at the bottom of the screen, and click Add.
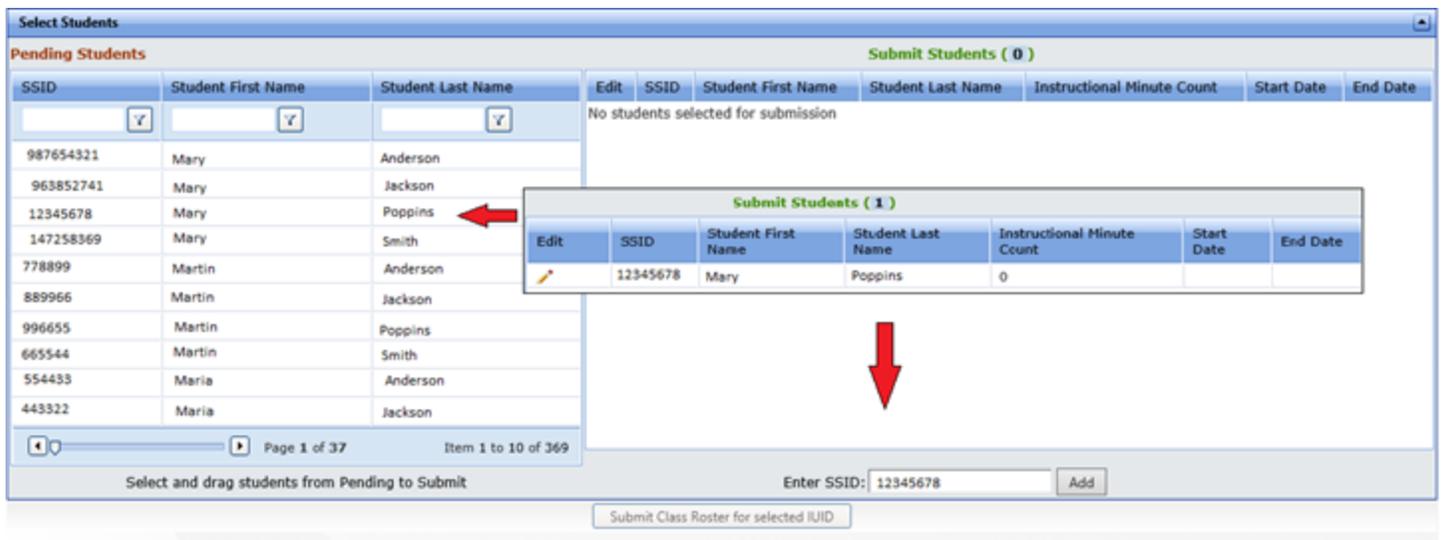
8. If you add a student or teacher in error, you can move them back to the Pending Students/Teachers screen by clicking on and dragging the entry record from the right half of the screen and dropping it back into the Pending half of the screen on the left.

9. Add/edit the other student fields (if necessary).

A. Click on the pencil

B. The Start and End Dates populate to the IUID Course Begin and End Date, adjust if necessary.

C. Click the **Update** button.

D. Repeat this process for each student.

10. Review the teacher and student information you have selected, and click on Save to submit the record(s).

11. Repeat for each IUID for which you are submitting.

CORRECTING YOUR DATA

1. Under Staff Collections, select Class Roster → Error Management.

    A. Once you have uploaded your data using the File Upload feature and it has finished processing, you will receive an email from ODE telling you how many records were submitted, the number of records with errors, and the number of records that posted without errors. You can view the email under **Error Management → Review Email.**
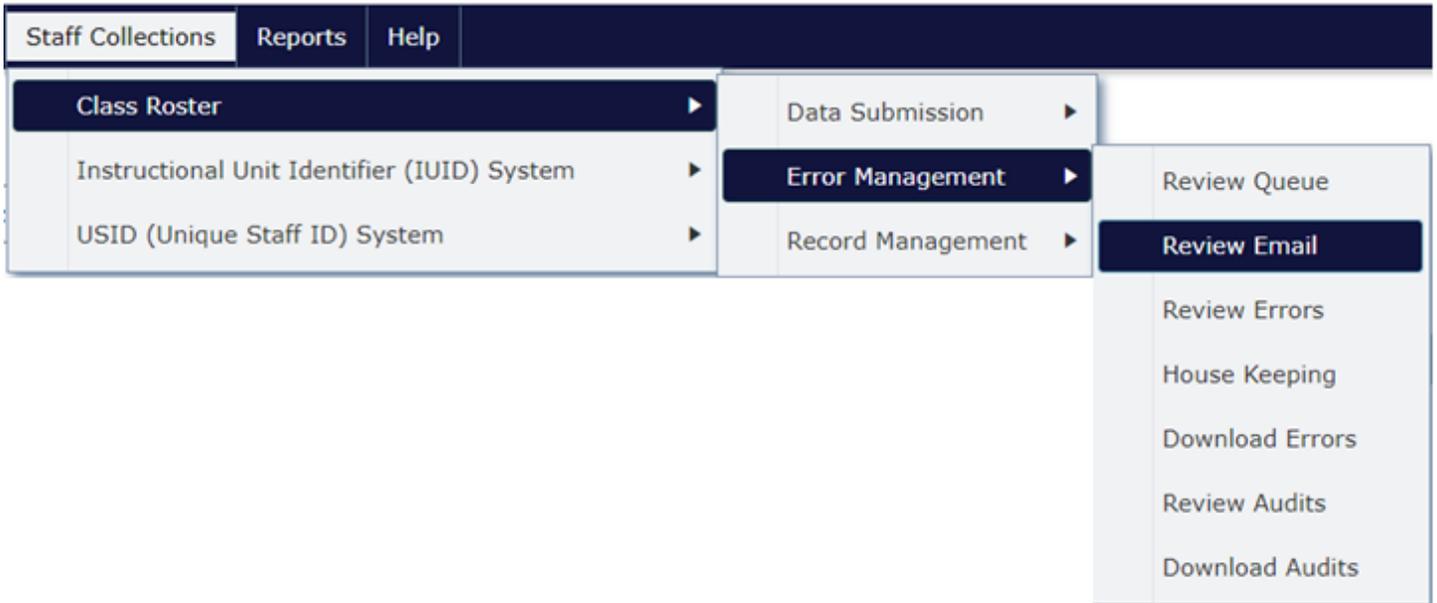
2. Under **Error Management → Review Errors** there will be a description of the errors. To view the record(s) associated with each error type, click the green check mark under Fix Errors.
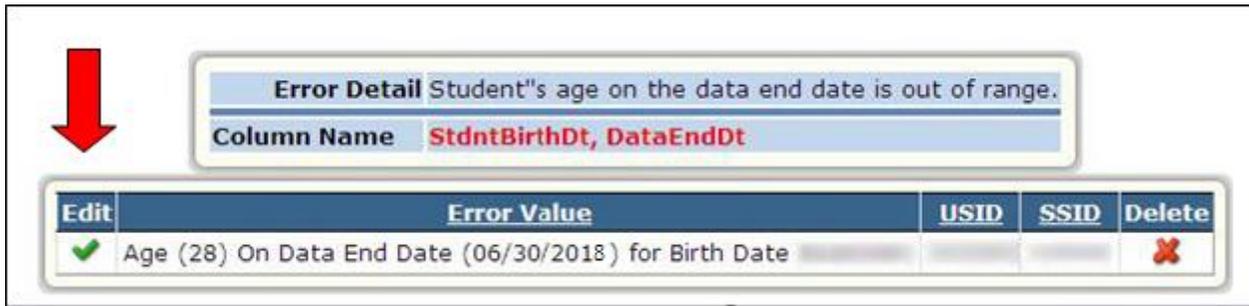

3. This screen will show the specific values that are causing the selected error. To edit an individual record to correct the error(s), click on the green checkmark under Edit.

Error Detail	Student"s age on the data end date is out of range.
Column Name	**StdntBirthDt, DataEndDt**

Edit	Error Value	USID	SSID	Delete
✔	Age (28) On Data End Date (06/30/2018) for Birth Date			✖

4. A Class Roster Details pop-up window will appear with all of the associated data for the record in error.

   A. This screen displays a portion of a single class roster record, consisting of one student-teacher-course relationship. Red asterisks indicate required fields.

		Validation Errors	SMF Block ID
Field Name	**Field Value**	**Description**	
ChkDigitInstrctUnitID, Collection_ID, SchlSectID	0020757395, (2588, 2567), (241-01-011, 241-01-01)	Instructional Unit Identifier (ChkDigitInstrctUnitID) matches an Instructional Unit record but the demographics (DistInstID, SchlInstID, SchlSctnID, SchlCrsID, CrsCd, CrsBeginDtTxt) must also match.	920770

Instructional Unit Identifier (IUID)   `0020757395` ✳

District Institution Identifier   [redacted] ✳

School Institution Identifier   [redacted] ✳

School Section Identifier   `241-01-011` ✳

School Course Identifier   `241-01-01` ✳

5. At the top of the error record, you will see a red box with all of the associated error data.

6. The error detail information in the red box is listed under three columns; Field Name, Field Value, and Description. The Field Names and Field Values are correlated to each as follows:

Field Name	Field Value	Notes
ChkDigitInstrctUnitID	0020757395	This is just the IUID number from the screenshot above.
Collection_ID	(2588, 2567)	These are the collection ID numbers for Class Roster and IUID. This means that in the other field values will show the Class Roster value first and the IUID value second.
SchlSectID	(241-01-011, 241-01-01)	This part of the error message shows you that the issue is a mismatch in the SchlSectID field. Other fields will be displayed here if there are other mismatches.

7. To correct this issue, verify that the correct IUID is being used and that the correct SchlSectID was used in the IUID collection.

8. If the data within the IUID record are accurate and the data within the Class Roster submission are incorrect, scroll up to look at your School Section Identifier within the Class Roster Detail pop-up window and update the SchlSectID to match what was reported in IUID.

   A. In this instance the value would change to delete the 1 at the end of the SchlSectID.

9. When you have finished making corrections, click Save to reprocess the record. The system may return additional errors if applicable.

10. If the window does not close and the record does not disappear from the Error Queue, there is another error that needs to be corrected.

    A. Scroll back to the bottom of the pop-up window and review the error detail information to identify the new error.

11. Contact your [Regional ESD Partner](#) if you have any questions.

ERROR DOWNLOAD

1. To review in **bulk** the data that are currently in error, you can pull an Error Download from Error Management → Download Errors.
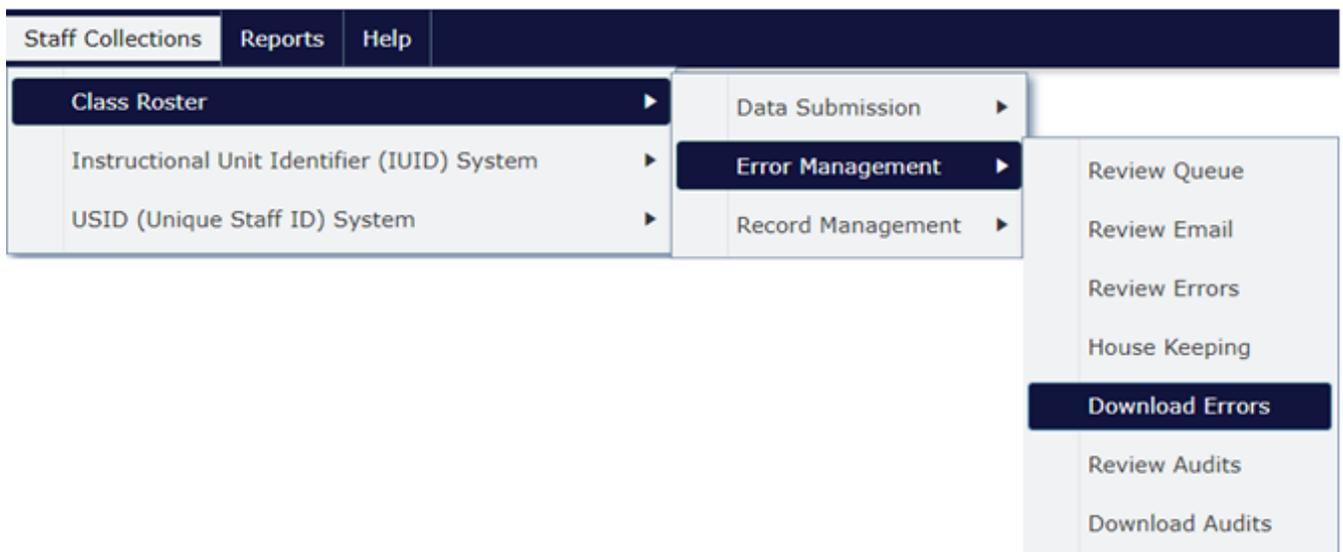
2. This is similar to the Production Download but will only provide you with a spreadsheet of records with errors awaiting corrections; it will not give information about what the errors are. For the specific error type(s) and error value(s), go to Review Errors in the Error Management menu.

3. Once you have requested an Error Download, you will receive an email with a link to open the file, via Secure File Transfer.

4. Click on the link, and enter your email address to get to the Download File Icon.

Secure File Transfer

File Retrieval

- The Oregon Department of Education (ODE) File Transfer Service provides secure file transfer over the internet using HTTPS.
- The file or files themselves are not necessarily secured unless both parties have agreed previously to encrypt the file before transfer of files.
- Files sent via this transfer service may not have originated with the ODE.
- Neither the ODE, nor the State of Oregon, can guarantee the nature or safety of files sent through this service. Data maintained and/or provided by the ODE are subject to change without notice.

5. Once you have downloaded your error file, you can correct your errors in bulk by making all necessary updates on the same file.

6. After all corrections have been made, save the file as a .CSV format.

7. Next, it is very important to clear all of your current error records from the system by clearing your housekeeping. **You must do this prior to uploading your error file again, as this will cause duplication errors.** Additionally, if you change a key field, it will create a new record, and will not overwrite the incorrect error. The key fields are: ChkDigitInstructUnitID, ChkDigitStfID, ChkDigitStdntID, StdntStrDtTxt, TchrStrtDtTxt.

8. Delete all errors by clicking on the red X delete button under Error Management → Housekeeping.

9. To resubmit your corrected error file, go to Data Submission/File Upload, and upload your CSV file. This should update the system with the correct data and successfully submit your records.

RECORD MAINTENANCE

1. If you need to update records that have already successfully posted, go to the Record Maintenance tab under Record Management.
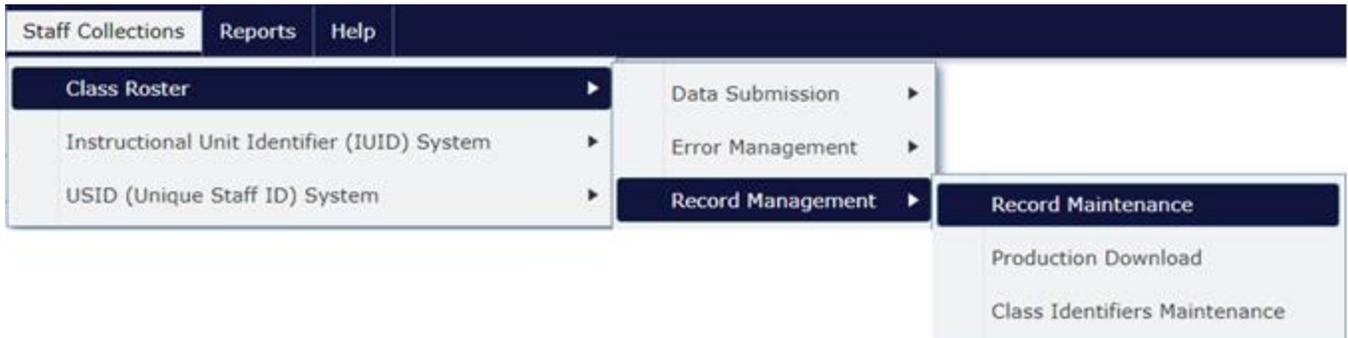
2. Search by **IUID, Institution(s), Course Code, USID(s)**, **SSID(s), Classroom ID, Class Period,** or any combination of these fields;

   OR

   Click on **Search** without filling in any specifics, and all the Class Roster Records will populate.

3. Editing in record maintenance will follow the same procedure as described above for correcting your data in Error Management, beginning on step 3.

## UPDATING/EDITING CLASSROOM ID AND CLASS PERIOD

Because the fields must match across all instances of an IUID, it is not possible to edit Classroom ID and Class Period in Record Maintenance without triggering an error. As soon as one record is updated, it will be compared to all the others for that IUID and discovered to be a mismatch. Because of this, editing these fields through normal record maintenance is disabled.

Classroom Identifier   00000000000000000001   ✱   Use the Class Identifiers Maintenance
Class Period   00000000000000000001   ✱   tab to edit these fields

There are two options for making edits to the Classroom ID and the Class Period. If you prefer to make edits through the web interface, you may use the Class Identifiers Maintenance tab, located under the Record Management tab.
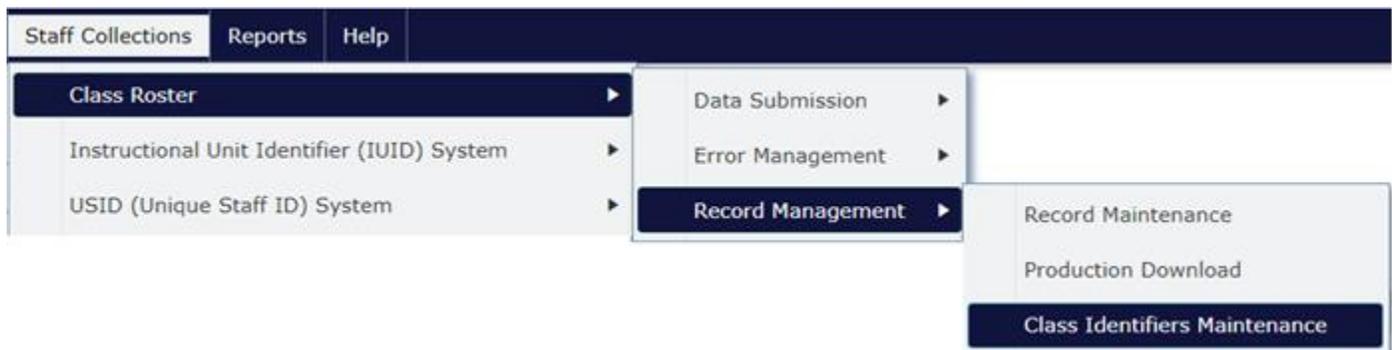
Clicking this tab will bring up a search box. **This search will only look for records you have submitted to Class Roster and which have made it past all error checks and into the collection.** You may not use this feature to create new records or to edit records currently in error. Clicking Search without filling in any of the fields will return the full list of IUIDs that have been used by your institutions in Class Roster submissions this year.

The search will return a list of IUIDs currently submitted to Class Roster, along with some summary information about them. It will return only one row per IUID, irrespective of how many students and teachers are currently associated with it.

1. Click the green checkmark on the record you want to edit.

2. In the window that appears, type the Classroom ID and Class Period you want to use into the available boxes and click Update.

3. When the update is finished, you will be taken back to the IUID search result screen, and a message will appear at the top showing you the number of records that were updated. This is your confirmation that the update was applied successfully. As always, it is a good idea to request a production download after making any changes and use it to confirm that all records appear as they should.

As an alternative to web-based record maintenance, **Classroom ID and Class Period may also be edited by file upload**. To do this:

1. Create a file containing every Class Roster record for IUID you want to edit (you may want to start with a Class Roster production download and limit the records to those you would like to edit). It is important, however, that your file contains every record for the IUID(s) that you <u>do</u> want to edit; leaving even one out will trigger an error.

2. Once you have this file, change the Classroom ID and Class Period on each of the records, making sure of two things:

- The Classroom ID and Class Period must be the same for all records using the same IUID.

- Only the Classroom IDs and Class Periods can be changed; all other fields must be unaltered and match the records that are currently in the collection.

3. Once you have done this and have saved the file as a CSV comma delimited file, upload the file in the File Upload tab, and it will update all of the records that you are submitting with the new IDs.

DOWNLOADING YOUR DATA

It is important to download a copy of your data every time you make changes. You can download a copy (called a Production Download) under the Reports menu, even when the collection is not open.

Once you have requested a Production Download, you will receive an email with a link to open the file, via Secure File Transfer. Secure File Transfers expire after approximately 7 days, so make sure you use the provided link to download your copy and store it securely.

FAQS

I CANNOT SEE THE CLASS ROSTER COLLECTION IN MY DROP DOWN MENU. WHAT DO I DO?

First, verify that the collection should be open (e.g. it's during the collection reporting window). If you are not trying to access the collection during the collection reporting window or audit/review window, send an email to the data owner or your Regional ESD Partner to request that it be opened (note that extension requests during the period between the close of the collection window and the opening of the audit review window are not granted). If it is during a reporting window and you still cannot see it (under Staff Collections), contact your District Security Administrator to request access to the collection.

HOW DO I VERIFY MY DATA?

You do not need to do anything to verify your data with ODE. However, you should pull a production download and review your data that have been submitted to ensure that what you submitted is accurate. You should also check your data during the audit review window and the class size report validation window to ensure that any issues are addressed appropriately.

HOW DO I REPORT SPECIAL COURSES, LIKE PE AND MUSIC AT THE ELEMENTARY LEVEL?

Teachers that are not regularly assigned to a classroom/class do not need to be reported in Class Roster. PE and music courses do not need to be reported at the elementary level; only self-contained homerooms are to be reported at this level.

WHEN SHOULD A SUBSTITUTE TEACHER BE ASSOCIATED WITH THE CLASS ROSTER?

A substitute that teaches for at least 20 consecutive school days in the same assignment must be reported in the Class Roster collection. However, if a course lasts for only 10-19 school days in total, the teacher must still be reported.

WHAT SHOULD THE TEACHER START DATE BE FOR A SUBSTITUTE TEACHER?

The substitute teacher should be reported with a Teacher Start Date beginning on the first day they began teaching the course.

SHOULD WE SUBMIT STUDENTS WHO ARE TEACHERS' AIDES?

Students who are teachers' aides do not need to be included in the Class Roster Collection as either a student or a teacher. The actual teacher for the class will be reported as the teacher in Class Roster, and the "teacher-aide" or "instructional aide" courses are not submitted in the collection for students.

HOW DO I DEAL WITH BLENDED CLASSES IN CLASS ROSTER?

Self-contained (non-secondary) courses that have multiple grade levels being taught in the same classroom should be submitted using course code 23012. The High Grade should be the highest grade of content that is being taught, and it should match what is reported in the IUID system. The Low Grade should be the lowest grade of content that is being taught, and it should also match what is reported in the IUID system.

ARE THE POSITION CODES FOR THE CLASS ROSTER THE SAME AS THE CODES USED FOR THE STAFF POSITION COLLECTION?

Yes. The position code should reflect the role of the staff member as listed in the Staff Position collection. For example, if the Superintendent is teaching a course, the position code would be Teacher, Non-Special Ed because this is the description of the responsibilities being fulfilled for this class. If the assignment was also in place on December 1, at least one record matching that assignment should be reported in Staff Position. In this example, the Superintendent would have two records within Staff Position: Superintendent and Teacher, Non-Special Ed.

IF THE STAFF TEACHING THE COURSE HAS CHANGED, DO WE NEED TO SUBMIT A NEW CLASS ROSTER?

Yes; if either teacher is teaching the class for at least 20 consecutive days. You should use the same IUID, but you must submit a new set of records to reflect the relationship of the students in that class to its new teacher. Make sure to adjust the teacher start and end dates to reflect the time that each was associated with the course.

DO SUMMER SCHOOL CLASSES NEED A CLASS ROSTER?

Yes, summer school classes need to be reported if they meet the minimum requirements for a course to be reported. The collection calendar for each school year is summer, fall, winter (if applicable), and spring. For example, courses taught during the summer of 2022 would be included in the 2022-23 Class Roster collection.

ARE ANY TYPE OF SUMMER SCHOOL CLASSES NOT INCLUDED IN CLASS ROSTER?

There are elementary and middle schools that offer a more program-based summer school where the structure is like a day camp. Summer school classes do not need to be reported if the instruction is not credit or subject based.

HOW DO WE REPORT STUDENTS THAT ARE TAKING COLLEGE CLASSES THROUGH AN EXPANDED OPTIONS PROGRAM OR SIMILAR PROGRAM IN CLASS ROSTER?

Only expanded options class rosters where the faculty member is directly employed by the LEA (School District or ESD) need to be reported for the appropriate subject/grade levels.

SHOULD GED STUDENTS BE REPORTED IN CLASS ROSTER?

If your school offers courses for these GED students that are taught by school staff (not college staff), then they should be reported in Class Roster.

WHO REPORTS ONLINE COURSES IN CLASS ROSTER?

Schools should report courses that they are offering, whether virtually or at the physical location. If your school/district has a tuition agreement with a public online school, then the online school should be reporting the associated courses.

If your school is contracting with the online school (as a private entity) to use their software to administer courses that are offered by your school, then your school will need to report the associated courses.
If your school simply tuitions their students to an ODE-registered private online alternative school and does not oversee the instruction/program, this does not need to be reported in Class Roster.

WHAT ONLINE COURSES SHOULD BE REPORTED IN CLASS ROSTER?

Courses offered and administered by a private school or program, or a college or university, whether physical or virtual, do not need to be reported.

Courses administered by[5] a public school or district should be reported, including courses provided by private online schools but managed by the public school itself (e.g. a school contracts with a private school for online curriculum but provides its own teachers).

WHAT CLASSROOM ID DO I PUT FOR ONLINE CLASSES?

If the student is taking an online course from a room in your building, use that room's ID, such as: Computerlab1. For more information on this topic, review the online guidance in this document.

HOW DO I REPORT MULTIPLE PE CLASSES OCCURRING IN THE SAME GYM AT THE SAME TIME?

If these are different classes all using the same physical location, you can differentiate between them by assigning the separate IUID numbers AND giving them different Classroom IDs. For example, if you had 9th grade PE in one portion of the gym and 10th grade PE in another portion of the gym, you could report the 9th grade PE with the Classroom ID gym9 and the 10th grade PE with the Classroom ID gym10.

IS IT POSSIBLE TO SUBMIT CLASS ROSTER BEFORE THE END OF THE SCHOOL YEAR, OR DO I NEED TO WAIT UNTIL SCHOOL IS COMPLETED?

You can submit whenever your schedule allows. However, if you submit before the end of the year, you will need to go back in and adjust records for students and staff that did not complete their courses (or withdrew and then reenrolled) after the year has been completed.

IS THERE A SPECIFIC COURSE CODE TO USE FOR SELF-CONTAINED HIGH SCHOOL COURSES?

No. Because high schools are required to report each subject separately, those codes don't exist. You will need to submit each subject separately for the high school level, even in special education settings where core content instruction is occurring. If the class is a designated special education class, be sure to mark the SpEd flag in the IUID record.

HOW DO I DELETE A RECORD?

---

[5] "Administered by" refers to who performs the hiring, evaluation, and day-to-day monitoring and guidance of the program. Is it the public or private program or institution?

To delete a single record, go to Record Management → Record Maintenance. Search for the record you would like to delete. Once the record displays that fits your search criteria, scroll to the far right of the record, and click the red X. This will delete your record.

You can also delete all records associated with a certain IUID at the same time by going to Record Management→Class Identifiers Maintenance. Enter search criteria to locate the IUID in question, hit the search button to reveal a list of IUID's. Find the IUID you would like to delete, and hit the red X associated with that row. Upon clicking the red X the system will ask if you are sure, and it will let you know the number of records associated with that IUID that will be deleted.

To delete a large number of records, pull a production download of your data. Remove the records that you no longer want from this file and save it. Then, contact the [data owner](#) to clear your data. Once the data have been cleared, submit the corrected file through file upload. **Caution! If you are requesting the school district data be cleared in the collection, and you have schools that submit their own Class Roster data (i.e. charter school), let the data owner know that the charter school data should not be deleted.**

I RECEIVED AN ERROR STATING THAT THE INSTRUCTIONAL UNIT IDENTIFIER (CHKDIGITINSTRCTUNITID) MATCHES AN INSTRUCTIONAL UNIT RECORD BUT THE DEMOGRAPHICS (DISTINSTID, SCHLINSTID, SCHLSCTNID, SCHLCRSID, CRSCD, CRSBEGINDTTXT) MUST ALSO MATCH. WHAT DO I DO TO FIX THIS?

This error is stating that something in your Class Roster record does not match that same field in your IUID record in the IUID collection. So, you must first identify what doesn't match. Open up your error and look at what has been listed for these fields (DistInstID, SchlInstID, SchlSctnID, SchlCrsID, CrsCd, CrsBeginDtTxt). Then, go into your IUID collection and open up that IUID record. Compare these same fields for this IUID record with what you've submitted in Class Roster to find out which field or fields do not match. Remember that even a difference in leading zeros can cause this error. If you submit leading zeros in a field in the IUID file, you must also enter leading zeros in the same fields in the Class Roster file. Note that the production download will not include the leading zeros if only numbers were submitted in the field (e.g. 0234 vs. 234), use Record Management/Record Maintenance in IUID to lookup what the exact field value(s) should be.

Once you've identified your error, if the IUID record has the correct information, then simply change this information in your Class Roster error and click on save. This will resolve your error. However, if the IUID is incorrect, you will need to create a whole new IUID record with the correct information. Once you receive your new IUID number, go to your Class Roster error and change the IUID number to the new number that has been assigned. You will need to do this for every record using that old IUID number that was incorrect. There is a detailed explanation for how to add zeros to your class roster file available on the Class Roster Collections page titled "Guidance for Correcting Leading Zero Mismatches between Class Roster and IUID".

I RECEIVED AN ERROR STATING THAT THE COMBINATION OF CLSRMID AND CLSPRD MUST BE THE SAME FOR ALL INSTANCES OF A SPECIFIC CHKDIGITINSTRCTUNITID PER COLLECTION YEAR. WHAT DO I DO TO FIX THIS?

This error is stating that you have already submitted data using this particular IUID number but using a different Classroom ID and/or Class Period. First, you must identify what doesn't match. To do this, open up your error and review what you've submitted for Classroom ID and Class Period. Then, go to Record Management → Record Maintenance to search for the IUID that was in error. Now, compare the Classroom ID and Class Period listed with this submitted record with the Classroom ID and Class Period stuck in your error record, and determine which is correct.

If the record in Record Management has the correct information, simply go back into your error record and replace the Classroom ID and/or Class Period with the correct IDs. Then, click on save. If your error record has the correct information, you can use Class Identifiers Maintenance to change all of the records currently submitted for that IUID to the correct Classroom ID and/or Class Period. Then, you can go back into your error record and save it without making changes to it.

If the record in error should really be a separate class and not associated with the other class's IUID number, then you will need to assign a different IUID number to the record in error, which may require adding a new IUID to your IUID collection.

I RECEIVED AN ERROR STATING THAT THE USID MATCHES A STAFF RECORD THAT HAS NOT BEEN UPDATED SINCE LAST JULY 1. WHAT DO I DO TO FIX THIS?

All staff members must have been updated in the USID collection this school year before submitting your Class Roster data. If you receive this message during the summer, it could be because the error is checking the following school year instead of the prior school year. Either way, you must log into the USID collection and update the staff member's record (if nothing needs to be updated, just save the record). Then, return to the error management menu and save your Class Roster error without making any changes to it

APPENDIX

STAFF POSITION CODES

Code	Name
01	Superintendent
02	Assistant Superintendent
03	Principal
04	Assistant Principal
05	Head Teacher, Non-Special Ed
06	Instructional Coordinator/Supervisor, Non-Special Ed
07	Psychologist, Non-Special Ed
08	Teacher, Non-Special Ed
09	Library/Media Specialist
10	Guidance Counselor, Non-Special Ed
11	Other Licensed Staff, Non-Special Ed
15	Nurse, Non-Special Ed
16	Paraprofessional (Educational Assistant), Non-Special Ed
17	District Support (Non-Licensed, Non-Special Ed)
18	School Support (Non-Licensed, Non-Special Ed)

Code	Name
19	Student Support (Non-Licensed, Non-Special Ed)
20	Library/Media Support
21	Other Non-Licensed staff, Non-Special Ed
22	Special Education Teacher (Non-PE)
23	Special Education Teacher (PE)
24	Special Education Audiologist
25	Special Education Speech Pathologist
26	Special Education Interpreter
27	Special Education Psychologist
28	Special Education Occupational Therapist
29	Special Education Physical Therapist
30	Special Education Recreational/Therapeutic Specialist
31	Special Education School Social Workers
32	Special Education Medical and Nursing Staff
33	Special Education Counselors and Rehab Counselors

Code	Name
34	Special Education Orientation and Mobility Specialists
35	Special Education Paraprofessional
36	Special Education Other Services, Licensed
37	Special Education Administrator, Director

Code	Name
38	Special Education Administration, Other Administrative Position
39	Special Education Administration, Support Staff
40	Special Education Other Services, Non-Licensed
41	Non-Special Education Social Worker

See the Staff Position Manual on the Staff Position Collections page for a complete description of each code.